

Pre-contract Disclosure Statement

146, Unit Titles Act 2010 and reg 33 (1), Unit Titles Regulations 2011

Sale of an Existing Unit in a Unit Title Development

Date Prepared: 2nd day of December 2024

Unit Plan: DP 90561

Body Corporate name and number: "Greta Point" and 90561

Unit number: 57

Pre-contract Disclosure Statement

- (1) The following information is prescribed for section 146(2) of the Act (which requires a Pre-Contract Disclosure Statement to contain prescribed information set out in Regulation 33(1)) where the Pre-Contract Disclosure Statement is provided in relation to a sale and purchase of a unit other than an "off-the-plan" unit. The information contained in this statement is provided to the extent it is capable of being provided in relation to the unit title development:

General Information

- (i) This document contains brief explanations of information relevant to the purchase of a unit title property. It is highly recommended that the buyer obtains independent legal advice by consulting their legal representatives about any information contained in this statement and before signing a contract to buy in a unit title development.

Further information on buying, selling or having a unit plan can be obtained from the Tenancy Services website. Unit Title Services also has available various publications on unit title properties that may be of assistance, or you can contact the Ministry of Business, Innovation and Employment on 0800 UNIT TITLES.

Unit Title Property Ownership:

- (i) A body corporate comprises all unit owners in a unit title development. Unit titles are a common form of multi-unit ownership and allow owners to own an area of land and/or part of a building and share the common property with other unit owners.

There are various rights and responsibilities that differ to the more traditional house and land ownership structure.

Unit title ownership has a body corporate structure where decisions about the units and the common property need to be made by the owners working as a collective. The main governing legislation for unit title properties is the Unit Titles Act 2010 ("Act") and its Regulations.



Generally, a body corporate may arrange maintenance and upkeep of the building, the building insurance, general amenities, such as rubbish collection and gardening etc of common areas as agreed upon by the owners. The funding of a body corporate is by levies that are attached to each unit. Levies are collected for the general upkeep of the building and its amenities as well as for long-term maintenance of the complex.

The long-term maintenance plan of the complex is required under the Act and its Regulations to be for a minimum period of 10 years. From 8 May 2024 the minimum period for complexes with 10 or more principal units is 30 years.

All complexes have their own particular rules for the management of the complex known as the body corporate operational rules.

Each year, the body corporate must hold an AGM for decisions to be made about the units and the common areas of the complex. There may be further meetings during the year depending on the nature of the complex, its structure, or any issues that it may be experiencing. Sometimes an EGM may need to be held if there is a particular reason for holding a meeting outside of an AGM. There may also be committee meetings held throughout the year.

Unit Plan:

- (ii) Every unit title development has a unit plan, which shows the location of the principal units as well as any accessory units and common property in the development. The depositing of the unit plan with Land Information New Zealand (LINZ) forms the body corporate. The unit plan is a formal record showing the boundaries of the principal units, any accessory units and common property in the development.

Ownership and Utility Interest:

- (iii) Every principal unit and every accessory unit must be assigned an ownership interest. Every proposed principal unit and every proposed accessory unit must be assigned a proposed ownership interest.

Ownership Interest:

The ownership interest or proposed ownership interest is fixed by a registered valuer on the basis of the relative value of the unit in relation to each of the other units and shown on documentation required to be lodged with the unit plan (including staged and complete unit plans).

The ownership interest is used to determine a range of matters including, but not limited to:

- The beneficial interest of the owner of the principal unit in the common property.
- The share of the owner of the principal unit in the value of any buildings, fixtures, and other improvements in relation to leasehold land.
- The voting rights of the owner of the principal unit when a poll is requested under s 99 of the Act.

- The share of the owner of the principal unit in the underlying fee simple in the land on the cancellation of the unit plan.
- The extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under s 121 of the Act in respect of any capital improvement fund.
- The rights of the owner of the principal unit in relation to a distribution of any surplus money of a capital improvement fund under s 131 of the Act.
- The extent of the obligation of the owner of the principal unit for payment of ground rental under s 87 of the Act.
- The extent of the liability of the owner of the principal unit for payment of ground rental under s 87 Unit Titles Act.
- The extent of the liability of the owner of the principal unit for damages and costs under s 142 of the Act.

The proposed ownership interest for a future development unit is the total of all the proposed ownership interests of the proposed principal units and proposed accessory units in the future development unit assigned under s 38(1)(6) of the Act.

The proposed ownership interest is used to determine the same range of matters described in s 38(3) of the Act in so far as they apply to an owner of a future development unit.

Subject to ss 41, 67, 69(3), and 177 of the Act no change may be made in the ownership interest of any unit after the unit plan is deposited.

Utility Interest:

Before a unit plan is deposited under ss 17(1), 21(1) or 24(2)(a) of the Act, every principal unit and every accessory unit must be assigned a utility interest.

The utility interest is the same as the ownership interest fixed under s 38(2) unless it is otherwise specified on the deposit of the unit plan or subsequently changed, and is used to calculate how much each owner contributes to the operational costs of the body corporate.

The utility interest is used to determine a range of matters including, but not limited to:

- The extent of the obligation of the owner of the principal unit in respect of the contributions levied by the body corporate under s 121 in respect of the long-term maintenance fund, the optional contingency fund, and the operating account.
- The rights of the owner of the principal unit in relation to a distribution of any surplus money in the long-term maintenance fund, the optional contingency fund, or the operating account, or personal property of the body corporate under s 131.

Body Corporate Operational Rules:



- (iv) The Unit Titles Act 2010 and its Regulations states that a body corporate can prescribe operational rules for the development, which are incidental rights and obligations that apply to the unit owners and body corporate alike. Bodies corporate can amend, add to or revoke these operational rules by ordinary resolution, as long as any amendments are not inconsistent with any provision of the Act. Section 106 of the Act details further restrictions on the scope of amendments or additions to body corporate operational rules.

If a Body Corporate has adopted a bespoke set of operational rules for the development they will be registered on the supplementary record sheet for the development. If not, then generally the default rules in Schedule 1 of the Regulations will apply.

All unit owners, occupiers and residents (including tenants) must comply with the body corporate operational rules for the complex.

Pre-settlement Disclosure:

- (v) The seller must provide their buyer with a Pre-settlement Disclosure Statement no later than the fifth working day before the settlement date. The Pre-settlement Disclosure Statement must contain the following prescribed information and a certificate given by the body corporate certifying that the information in the statement is correct. The body corporate may withhold the certificate if any debt that is due to the body corporate remains unpaid. The prescribed information is:
- (a) the unit number; and
 - (b) the body corporate number; and
 - (c) the amount of the contribution levied by the body corporate under s. 121 of the Act in respect of the unit being sold; and
 - (d) the period covered by such contribution; and
 - (e) the manner of payment of the levy; and
 - (f) the date on or before which payment of the levy is due; and
 - (g) whether a levy, or part of a levy, due to the body corporate is unpaid and, if so, the amount of the unpaid levy; and
 - (h) whether legal proceedings have been instituted in relation to any unpaid levy; and
 - (i) whether any metered charges due to the body corporate are unpaid and, if so, the amount of unpaid metered charges; and
 - (j) whether any costs relating to repairs to building elements or infrastructure contained in the unit are unpaid and, if so, the amount of unpaid costs; and
 - (k) the rate at which interest is accruing on any money owing to the body corporate by the seller; and
 - (l) whether there are any proceedings pending against the body corporate in any court

or tribunal; and

- (m) whether there have been any changes to the body corporate operational rules since the Pre-Contract Disclosure Statement.
- (n) whether there are any proceedings: -
 - (i) initiated by the body corporate and pending in any Court or Tribunal; or
 - (ii) intended to be initiated by the body corporate in any Court or Tribunal.
- (o) whether there is any written claim by the body corporate against a third party that is not yet to be resolved.

There are legal consequences on the seller for failing to provide the Pre-settlement Disclosure Statement in the timeframes required by the Unit Titles Act 2010, including delay of settlement and cancellation of the contract.

Record of Title:

- (vi) A record of title was previously known as a certificate of title for a unit title development. A record of title records the ownership of a unit and contains a legal description of the unit's boundaries. It further records any legal interest registered against the title to the unit, such as a mortgage or an easement.

A copy of the record of title for the unit should come with the unit plan attached and a supplementary record sheet that records the ownership of the common property, and any legal interests against the common property and base land. It also records other information, such as address for service of the body corporate and the body corporate operational rules. In a unit title development, the common property does not have a record of title.

Land Information Memorandum (LIM):

- (vii) A LIM is a report issued by the relevant council by request. The purchaser may request a LIM to obtain certain information and there are fees associated for its request payable to the relevant council. A LIM provides information the council has about the property. This may include:

- rates information;
- information about private and public storm water and sewerage drains;
 - what building consents and code compliance certificates have been issued;
 - the district plan classification that relates to the land and its buildings;
 - any special features of the land the council is aware of, including downhill movement, gradual sinking, rock fall, flooding etc;
 - any possible contamination of the land; and

- any other information the council deems relevant/necessary.

Full details of what a local council is obliged to provide in a LIM is contained in s 44A of the Local Government Official Information and Meetings Act 1987.

Easements and Covenants:

(xiii) *Easement:*

An easement is a right that is granted over a piece of land in favour of nearby land. The right may not extend as far as giving exclusive possession of the land. There are various forms of easement and this may include common easements allowing services such as water, sewage, electricity or telephone lines and rights of way that run over defined areas of the land. An easement may apply to a unit title property and/ or to the common areas.

Covenant:

A title may record a covenant on the property. A covenant is an interest in land according to the Property Law Act 2007 and is registered on the title of a property. The intent of a covenant is to limit or restrict the owner and any future owners as to how they use the land or property. Some covenants may be private agreements between parties; others may be imposed by the Council. Developers may use private covenants for controlling how future owners both develop and maintain the land, particularly for residential developments that are being marketed with certain characteristics.

Further information about matters set out above can be obtained from:

Unit title property ownership	Ministry of Business, Innovation and Employment www.unittitles.govt.nz 0800 UNIT TITLES (0800 864 884)
Unit plan Ownership and utility interests Record of Title Easements and covenants	Land Information New Zealand www.linz.govt.nz 0800 ONLINE (0800 665 463)
Body corporate operational rules Pre-settlement disclosure statement	The body corporate of the unit title development
Land Information Memorandum	Your local council

Information about the unit

Note: Requirement or request for information is in normal text. Satisfaction/response to the requirement is in **bold**.

- (a) The name and contact details of the body corporate manager is **Strata Title Administration Limited**, bc@stratatitle.co.nz, phone: **0800 7787282 (7STRATA)**.



- (b) The amount of the contribution levied by the body corporate under section 121 of the Unit Titles Act 2010 in respect of the unit is **\$7,345.76.**
- (c) The 12 – month period comprising the current financial year for the purposes of the financial statements of the body corporate is **1 July 2024 to 30 June 2025.**
- (d) (i) The details of maintenance that the body corporate proposes to carry out in the unit title development in the year following the date of this disclosure statement are –

Please refer to the most recent AGM minutes of 8 August 2024 which detail under item 12 maintenance that is contemplated and may be acted on during the forthcoming year. Items 7 and 8 sets out that the Body Corporate has a committee with the delegated powers of the Body Corporate. Accordingly, the Committee oversees maintenance throughout the year and owners are referred to the minutes of committee meetings for periodic updates on this.

- (ii) The body corporate proposes to meet the cost of that maintenance **from the annual body corporate levies and accumulated funds.**
- (e) The balance of every fund or bank account held or operated by or on behalf of the body corporate **as at 2nd day of December 2024 are as follows: -**
 - (i) **Operating account \$36,664.287**
 - (ii) **Contingency fund \$15,357.20**
 - (iii) **Unallocated Money fund \$8,247.35**
- (f) Does the body corporate or body corporate committee have actual knowledge that any part of the unit title development has-
 - (i) weathertightness issues for which a claim has been made under the Weathertight Homes Resolution Services Act 2006; **YES. The Body Corporate, years ago has employed a number of consultants who has advised that some units do have weathertightness issues. See the Chairpersons and Committee Report, August 2024 attached.**
 - (ii) weathertightness issues that have been remediated without a claim under that Act or other proceedings before a court or tribunal; **NO.**
 - (iii) weathertightness issues that have not been remediated; **YES. Some owners have remediated. See the Chairpersons and Committee Report, August 2024 attached.**
 - (iv) earthquake-prone issues; **NO**
 - (v) any other significant defects in the land (including the unit title development and the land on which it is situated) that may require remediation: **NO.**
- (g) If the body corporate is involved in any proceedings in any court or tribunal: **NO.**

- (h) The Body Corporate is in the process of transferring the property to a Freehold. Please also refer to **Chairpersons and Committee Report, August 2024 attached and also refer to item 22 of the 2023 AGM Minutes regarding the Freeholding Update.** The Body Corporate is ready to proceed with Freeholding however the process is on hold while the insurance aspect has been resolved.
- (i) The financial statements and audit reports for the previous 3 years; **ATTACHED as part of the Agendas.**
- (j) The notices and minutes of general meetings of the body corporate and the body corporate committee for the previous 3 years.
 - (i) including all supporting documentation; but
 - (ii) excluding any information that may be redacted for the reasons specified in regulation 27A(2);

ATTACHED

- (k) The Body Corporate has a long-term maintenance plan **prepared by Workshop Quantity Surveyors Limited.**
- (l) Any proposed works under the Long Term Maintenance Plan for the unit title development to be carried out or begun within the next 3 years and the estimated costs of the works: **The Body Corporate has a LTMP prepared by Workshop Quantity Surveyors in 2017 and provided as part of this precontract disclosure. The LTMP sets out the maintenance recommended to be considered for each year. Accordingly, it is overseen by the Committee Please refer to the last AGM minutes and Committee meeting minutes for discussion on any significant actions being taken in relation to this. Noting the BC is working through competing the Freehold of the property and owners are responsible for their own exterior maintenance as documented in the 2022 AGM minutes.**
- (m) The Long Term Maintenance Plan for the unit title development is reviewed by the committee every year.
- (n) A summary of the insurance cover the body corporate maintains for the unit title development, including –
 - (i) The insurer's name and contact details –**NZI, A Business Division of IAG NZ Ltd via broker Aon New Zealand. Contact Susan Garratt on 04 819 4021 / 027 494 4760 or susan.garratt@aon.com; and**
 - (ii) The type and amount of cover, the annual amount payable for it, and the excess payable on any claim under it – **Principal Insurance policy – refer to the ATTACHED coverage summary for excess details;**
 - (iii) Any specific exclusions from the cover –**Refer to ATTACHED coverage summary and Insurance Policy; and**
 - (iv) Any statement of where and how the insurance policy can be viewed – **By contacting, Susan Garratt on 04 819 4021 / 027 494 4760 or susan.garratt@aon.com.**

Signed: _____

Date: 07/07/2025

By the seller or their authorised person

Disclaimer: This pre-contract disclosure statement has been prepared by Strata Title Administration Ltd (STAL) on behalf of the vendor pursuant to s 146 of the Unit Titles Act 2010. While STAL endeavours to ensure that all information in this statement is accurate, STAL makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the information contained in this statement. STAL expressly disclaims all liability for any loss arising from reliance on any information contained in this statement.

Levy Notice Due in April 2025

Issued 14/03/2025 on behalf of:

Body Corporate 90561

"Greta Point"

305 Evans Bay Parade
Hataitai Wellington

for Lot 57 Unit 57
Mr HR Warner

Mr Howard Warner
"Greta Point"
57/305 Evans Bay Parade
Hataitai, Wellington

Due date	Details	Amounts due (\$)		Total
		Admin Fund	Contingency	
01/04/2025	Levy 2024/594, Inst 4 of 4, Period 01-Jul-24 to 30-Jun-25	1,836.44	0.00	1,836.44
	Total levies due in month	1,836.44	0.00	1,836.44

Total of this levy notice	1,836.44
Levies in arrears	0.00
Interest on levies in arrears	0.00
Outstanding owner invoices	0.00
Subtotal of amount due	1,836.44
Prepaid	0.00
Total amount due	\$1,836.44

Levy Payment due 01/04/2025

Please use the reference number detailed below when paying by bank transfer. If the payment received into the Trust account is less than the total owed, Strata reserves the right to deduct any debt collection or other charge first and apply the remainder to the levy obligation. If any previous levies have been sent to the body corporate agent for collection, any collection charges imposed will not be included above but are still payable. Please note that any payment by credit card (attracts a 4% convenience fee). We accept Visa / MasterCard only. If paying from outside New Zealand, the Swift code is ASBBNZ2A.

PAYMENT SLIP

PAYMENT INSTRUCTIONS

BY DIRECT DEPOSIT to:

ASB Bank Limited
Branch: Auckland
BSB: 12-3011 Acct no: 0321321 001 Ref no: 1001873
Acct name: Strata Title Administration Ltd Trust Account

Mr Howard Warner
Body Corporate 90561
Lot 57 Unit 57

TOTAL PAYMENT

\$



27 June 2025

Dear Owner,

**Re: Body Corporate 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington
Committee Meeting**

We advise that the Committee Meeting of your Body Corporate is to be held at 5:00pm on Wednesday 2nd July 2025 via MS Teams video conference facility.

Please find enclosed:

- the Agenda and supporting documentation for the meeting;

I look forward to seeing you at the meeting.

Yours sincerely,



Tracey Cole
Body Corporate Manager

BODY CORPORATE NO 90561 ("BODY CORPORATE")

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

NOTICE IS HEREBY GIVEN that the **Committee Meeting** of the Body Corporate will be held via MS Teams video conference facility on Wednesday 2nd July 2025 commencing at 5:00pm.

COMMITTEE ATTENDEES (QUORUM 4)

Ms Robyn Snellgrove
Mr Eyal Aharoni
Ms Christine Jones
Ms Julie Gubb
Mr Julius Capilitan

OTHERS PRESENT

Ms Tracey Cole, Body Corporate Manager.

The Agenda for the meeting is:

1 WELCOME & AGENDA

Mr Eyal Aharoni to welcome attendees to the meeting as Chairperson and confirm for Ms Tracey Cole to present the agenda for the meeting.

2 APOLOGIES

To consider resolving: That the apologies be accepted and the meeting declared quorate.

3 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

4 MINUTES OF PREVIOUS MEETING

To confirm that the minutes of the previous Committee meeting held on **Thursday, 8 May 2025** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

5 CHANGE OF OWNERSHIP

88 N & S Shah - 8 July 2024
83 Jesper Reinink - 18 September 2024
77 OLPS Novena Investments Ltd - 26 November 2024
32 GJA Investments Ltd - 22 January 2025
20 Mr S Zhao - 17 April 2025
64 Mr JFG Higino - 23 May 2025

6 INTERIM FINANCIAL REPORT

Ms Cole to present the financial reports, as attached, for the period 1 July 2024 to 26 June 2025 being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.
- Aged Arrears

Key features of the reports:

Operating Account: The reporting period is twelve (12) months of the financial year. Total cash spending shown in the SFP for the operating account (OA) is sitting at 96% of budget.

The DER sets out the payments for each expense item. Spending of note:

- Levy/Other Credits - this cost relates to a refund to the owner of units 7-9 for his share of the body corporate insurance premium. These units are insured separately, with the insurance portion of the budget levied to the owner, now having been refunded.
- Gardens & Plants - is tracking over budget due to a price increase over the period.

Contingency Fund: interest earned to date, no expense to report.

Levy Arrears: As reported. The DC regime is being followed for those owners with arrears. Arrears under \$300 are not subject to the debt collection regime, however statements have been sent as a follow up.

7 HEALTH & SAFETY UPDATE

Committee to declare any site hazards that have been observed since the last meeting.

8 FREEHOLD UPDATE

9 NEXT COMMITTEE MEETING & AGM

Annual General Meeting - Thursday 7th August 2025, Naumi Hotel, Cuba Street, Wellington @ 6.00pm.

- Notice of Intention to be issued Tuesday 15th July 2025, as attached.
- Nominations for Committee/Chair requested by Monday 21st July.
- Chair report by Friday 18th July for agenda circulation Wednesday 23rd July 2025.

Draft budget for Committee review, attached.

The quarterly Committee meeting dates, as proposed, are listed below:

- Thursday 6 November 2025
- Thursday 12 February 2026
- Thursday 7 May 2026
- Thursday 9 July 2026 (pre AGM)

Held at the office of Strata Title and via MS Teams @ 5.00pm.

Strata will provide an MS Teams meeting link to all attendees ahead of the meeting.

10 GENERAL BUSINESS

- Facilities Manager
- Parking/Enforcement
- Additional lighting for the complex
- Cameras

11 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

To consider resolving: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

12 MEETING CLOSURE

MINUTES OF COMMITTEE MEETING Body Corporate No 90561

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE COMMITTEE MEETING of this Body Corporate was held in the Boardroom of Strata Title, The iCentre, Level 1, 50 Manners Street, Te Aro, Wellington, on Thursday, 8 May 2025, commencing at 5:00pm.

PRESENT:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at the Meeting
1	100	Yes	Ms Robyn Snelgrove
7	7	Yes	Mr Eyal Aharoni
11	11	Yes	Ms Christine Jones
15	15	Apology	Ms Julie Gubb
91	91	Yes	Mr Julius Capilition

OTHERS PRESENT: Ms Tracey Cole, Body Corporate Manager - Strata Title.

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Mr Eyal Aharoni welcomed attendees to the meeting as Chairperson and confirmed for Ms Tracey Cole to present the agenda.

2 APOLOGIES

Resolved: That the apologies be accepted and the meeting declared quorate.

3 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

There were no interests to declare.

4 MINUTES OF PREVIOUS MEETING

Ms Christine Jones advised that the rat traps, previously reported on, have been taken over by Predator Free Wellington.

Confirmed that the minutes of the previous Committee meeting held on **13 February 2025** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

5 CHANGE OF OWNERSHIP

88 N & S Shah - 8 July 2024
83 Jesper Reinink - 18 September 2024
77 OLPS Novena Investments Ltd - 26 November 2024
32 GJA Investments Ltd - 22 January 2025
20 Mr S Zhao - 17 April 2025

6 INTERIM FINANCIAL REPORT

Ms Cole presented the financial reports for the period 1 July 2024 to 30 April 2025 being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.

Key features of the reports:

Operating Account: The reporting period is ten (10) months of the financial year. Total cash spending shown in the SFP for the operating account (OA) is sitting at 95% of budget. This is inflated by the insurance having been paid for the full year. This is tracking over budget for variable spending at this point in time.

The DER sets out the payments for each expense item. Spending of note:

- Levy/Other Credits - this cost relates to a refund to the owner of units 7-9 for his share of the Body Corporate insurance premium. These units are insured separately, with the insurance portion of the budget levied to the owner, now having been refunded.

Contingency Fund: interest earned to date, no expense to report.

Levy Arrears: As reported. The DC regime is being followed for those owners with arrears. Arrears under \$300 are not subject to the debt collection regime, however statements have been sent as a follow up.

7 HEALTH & SAFETY UPDATE

Site hazards that have been observed since the last meeting, as detailed below:

- Committee noted the dogs running loose at the complex, with the tenants due to move out in mid-June.
- Unit 90 balcony, with the owner having been given 90 days to rectify.

8 FREEHOLD UPDATE

Mr Eyal Aharoni advised that the lawyers are drafting an updated communication to owners, which will cover the cost of the Freehold, and should be available for circulation in the coming weeks. Noting that a 100% buy in from owners will be the best option.

9 GENERAL BUSINESS

- Carparking, possible Pétanque course redevelopment, the Committee discussed and agreed that a communication to owners would be sent for their feedback regarding an additional 21 carparking spaces around the Pétanque course and how these will be administered, as visitors parking. The Committee agreed that signage will be installed on the visitors carparks advising of a 4 hour time limit, with a letterbox drop to residents when this change is implemented.
- On site Facilities Manager, a job specification will be drawn up with input from the Committee along with the previous on site manager, to cover the duties to be undertaken at the complex. Several options were discussed, with those parties to be approached for any interest to undertake the role.

10 NEXT COMMITTEE MEETING & AGM

The next quarterly committee meeting date is as listed below:

Thursday 10 July 2025 (pre AGM)

Held at the office of Strata Title and via MS Teams @ 5.00pm.

Strata will provide an MS Teams meeting link to all attendees ahead of the meeting.

AGM Thursday 7th August 2025, 6.00pm, Naumi Hotel, 223 Cuba Street, Wellington.

11 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

Resolved: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

12 MEETING CLOSURE

There being no further business for discussion, the meeting was closed at 5.50pm.



bc@stratatitle.co.nz

www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

Body Corporate 90561
Property at: 305 Evans Bay Parade, Hataitai, Wellington

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

Name	Unit #	Conflict of Interest	Date Lodged

Definition of a matter of interest:

- May derive a financial benefit from the matter; or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

INTERIM REPORTS

for the financial year to 30/06/2025

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai Wellington

Manager: Tracey Cole

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Statement of Financial Position - Group	1
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Aged Arrears Report	7
Detailed Expenses Report - Group	8

Statement of Financial Position - Group

As at 27/06/2025

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

General

Current period

Owners' funds

Operating Account

Operating Surplus/Deficit--Operating	30,061.05
Owners Equity--Operating	10,284.97
	40,346.02

Contingency Fund

1 Operating Surplus/Deficit--Contingency	3,181.43
1 Owners Equity--Contingency	313,186.50
	316,367.93

Net owners' funds

\$356,713.95

Represented by:

Assets

Operating Account

Cash at Bank--Operating Account	39,093.92
Receivable--Levies--Operating	1,125.60
Receivable--Owners--Operating	126.50
	40,346.02

Contingency Fund

1 Cash at Bank--Contingency	5,000.00
1 Investments--Contingency--Saver	311,367.93
	316,367.93

Unallocated Money

Cash at Bank--Unallocated	28,081.93
	28,081.93

Total assets

384,795.88

Less liabilities

Operating Account

0.00

Contingency Fund

0.00

Unallocated Money

Prepaid Levies	28,081.93
	28,081.93

Total liabilities

28,081.93

Net assets

\$356,713.95

Long Term Maintenance Fund

inactive

Current period**Owners' funds****Operating Account**

Operating Surplus/Deficit--Operating

0.00

0.00

Contingency Fund

1 Operating Surplus/Deficit--Contingency

0.00

0.00

Net owners' funds**\$0.00****Represented by:****Assets****Operating Account**

0.00

Contingency Fund

0.00

Total assets

0.00

Less liabilities**Operating Account**

0.00

Contingency Fund

0.00

Total liabilities

0.00

Net assets**\$0.00**

Statement of Financial Performance Group

for the financial year to 27/06/2025

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

General

Operating Account

	Current period 01/07/2024-27/06/2025	Annual budget 01/07/2024-30/06/2025	Budget / Actual (%)
Revenue			
Levies Due--Operating	749,568.43	749,568.54	100.00
<i>Total revenue</i>	<u>749,568.43</u>	<u>749,568.54</u>	<u>100.00</u>
Less expenses			
Admin--Debt Collection Fees	(126.50)	0.00	-
Admin--Legal/Professional Fees	0.00	5,000.00	-
Admin--Management Fees--Standard	38,143.54	38,143.54	100.00
Insurance--Office Bearers Liability	2,026.30	2,675.00	75.75
Insurance--Premiums	617,365.54	645,450.00	95.65
Levy / Other Credits	25,495.27	0.00	-
Maint Bldg--General Maintenance & Disbursements	9,313.12	30,000.00	31.04
Maint Grounds--Gardens & Plants	26,312.00	26,000.00	101.20
Utility--Electricity (Common Area)	978.11	2,300.00	42.53
<i>Total expenses</i>	<u>719,507.38</u>	<u>749,568.54</u>	<u>95.99</u>
Surplus/Deficit	<u>30,061.05</u>	<u>0.00</u>	
Opening balance	10,284.97	10,284.97	
Closing balance	<u><u>\$40,346.02</u></u>	<u><u>\$10,284.97</u></u>	

General**Contingency Fund**

	Current period	Annual budget	Budget / Actual
	01/07/2024-27/06/2025	01/07/2024-30/06/2025	(%)
Revenue			
1 Net Intt. on Investments--Cont.	3,348.89	0.00	-
<i>Total revenue</i>	<u>3,348.89</u>	<u>0.00</u>	<u>0.00</u>
Less expenses			
1 Contingency--Bank/Admin. Fee	167.46	0.00	-
<i>Total expenses</i>	<u>167.46</u>	<u>0.00</u>	<u>0.00</u>
Surplus/Deficit	<u>3,181.43</u>	<u>0.00</u>	
Opening balance	313,186.50	313,186.50	
Closing balance	<u>\$316,367.93</u>	<u>\$313,186.50</u>	

Long Term Maintenance Fund

inactive

Operating Account			
	Current period	Annual budget	Budget / Actual
	01/07/2024-27/06/2025	01/07/2024-30/06/2025	(%)
Revenue			
<i>Total revenue</i>	0.00	0.00	0.00
Less expenses			
<i>Total expenses</i>	0.00	0.00	0.00
Surplus/Deficit	0.00	0.00	
Opening balance	0.00	0.00	
Closing balance	\$0.00	\$0.00	

Long Term Maintenance Fund

inactive

Contingency Fund			
	Current period	Annual budget	Budget / Actual
	01/07/2024-27/06/2025	01/07/2024-30/06/2025	(%)
Revenue			
Total revenue	0.00	0.00	0.00
Less expenses			
Total expenses	0.00	0.00	0.00
Surplus/Deficit	0.00	0.00	
Opening balance	0.00	0.00	
Closing balance	\$0.00	\$0.00	



Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 874 1011
PO Box 354, Wellington 6140
Christchurch Phone (03) 925 8748
Unit 5, 71 Gillespie Street,
Christchurch 8013

Aged Arrears Report

Body Corporate 90561

Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
22	22	Mr FD & Mrs JF Wall	4.04	0.00	0.00	0.00	0.00	4.04	0.00	0.00	
31	31	Mr OS Plunket	104.84	0.00	0.00	0.00	0.00	104.84	0.00	0.00	
39	39	Mr AB Scanlon & Ms LJ Sula	632.84	0.00	0.00	126.50	0.00	506.34	0.00	0.00	24/06/25
42	42	SIMM Ahmed & NA Sayed	126.50	0.00	0.00	0.00	0.00	126.50	0.00	0.00	11/04/25
73	73	R & J Property Investments Ltd	130.84	0.00	0.00	0.00	0.00	130.84	0.00	0.00	
81	81	R & J Property Investments Ltd	124.67	0.00	0.00	0.00	0.00	124.67	0.00	0.00	
85	85	R & J Property Investments Ltd	128.37	0.00	0.00	0.00	0.00	128.37	0.00	0.00	
			1,252.10	0.00	0.00	126.50	0.00	1,125.60	0.00	0.00	

Detailed Expenses Report for the financial year from 01/07/2024 to 27/06/2025

Body Corporate 90561

**"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

Operating Account

Admin--Debt Collection Fees 153200

28/08/2024	Lot 7: Debt recovery DC 2		(126.50)	Cancel	Ow.Inv		
28/08/2024	Lot 8: Debt recovery DC 2		(126.50)	Cancel	Ow.Inv		
28/08/2024	Lot 9: Debt recovery DC 2		(126.50)	Cancel	Ow.Inv		
28/08/2024	Lot 13: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 23: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 24: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 31: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 39: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 45: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 71: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 77: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Lot 90: Debt recovery DC 2		(126.50)		Ow.Inv		
28/08/2024	Owner invoice cancellation for lot: 7/90561		126.50	Cancel	Ow.Inv		
28/08/2024	Owner invoice cancellation for lot: 8/90561		126.50	Cancel	Ow.Inv		
28/08/2024	Owner invoice cancellation for lot: 9/90561		126.50	Cancel	Ow.Inv		
28/08/2024	Lot 47: Debt recovery DC 2		(126.50)		Ow.Inv		
05/09/2024	Lot 39: Debt recovery DC 3		(253.00)		Ow.Inv		
05/09/2024	Lot 24: Debt recovery DC 3		(253.00)		Ow.Inv		
05/09/2024	Lot 45: Debt recovery DC 3		(253.00)		Ow.Inv		
05/09/2024	Lot 71: Debt recovery DC 3		(253.00)		Ow.Inv		
05/09/2024	Lot 77: Debt recovery DC 3		(253.00)		Ow.Inv		
18/09/2024	Lot 45: Debt recovery DC 4		(253.00)	Cancel	Ow.Inv		
18/09/2024	Lot 77: Debt recovery DC 4		(253.00)	Cancel	Ow.Inv		
18/09/2024	Owner invoice cancellation for lot: 77/90561		253.00	Cancel	Ow.Inv		
18/09/2024	Owner invoice cancellation for lot: 45/90561		253.00	Cancel	Ow.Inv		
24/09/2024	Tsf DC Fees to Payables as at Date		3,162.50		Jnl	128474	
25/10/2024	Tsf Cancelled DC Fees		(379.50)		Jnl	130192	
29/10/2024	Lot 27: Debt recovery DC 2		(126.50)	Cancel	Ow.Inv		
29/10/2024	Lot 33: Debt recovery DC 2		(126.50)		Ow.Inv		
29/10/2024	Lot 90: Debt recovery DC 2		(126.50)		Ow.Inv		
29/10/2024	Lot 23: Debt recovery DC 2		(126.50)		Ow.Inv		
29/10/2024	Owner invoice cancellation for lot: 27/90561		126.50	Cancel	Ow.Inv		

Body Corporate 90561**"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

29/10/2024	Lot 24: Debt recovery DC 2		(126.50)		Ow.Inv		
13/11/2024	Lot 33: Debt recovery DC 3		(253.00)		Ow.Inv		
26/11/2024	Tsf DC Fees to Payables as at Date		759.00		Jnl	132241	
26/11/2024	Lot 33: Debt recovery DC 4		(253.00)		Ow.Inv		
14/01/2025	Lot 23: Debt recovery DC 2		(126.50)		Ow.Inv		
14/01/2025	Lot 24: Debt recovery DC 2		(126.50)		Ow.Inv		
14/01/2025	Lot 39: Debt recovery DC 2		(126.50)		Ow.Inv		
14/01/2025	Lot 59: Debt recovery DC 2		(126.50)	Cancel	Ow.Inv		
14/01/2025	Lot 88: Debt recovery DC 2		(126.50)		Ow.Inv		
14/01/2025	Lot 89: Debt recovery DC 2		(126.50)		Ow.Inv		
14/01/2025	Owner invoice cancellation for lot: 59/90561		126.50	Cancel	Ow.Inv		
21/01/2025	Lot 39: Debt recovery DC 3		(253.00)		Ow.Inv		
28/01/2025	Tsf DC Fees to Payables as at Date		885.50		Jnl	134747	
31/01/2025	Lot 39: Debt recovery DC 4		(253.00)		Ow.Inv		
11/02/2025	Lot 33: Debt recovery DC 2		(126.50)		Ow.Inv		
19/02/2025	Lot 33: Debt recovery DC 3		(253.00)		Ow.Inv		
25/03/2025	Tsf DC Fees to Payables as at Date		632.50		Jnl	139565	
11/04/2025	Lot 23: Debt recovery DC 2		(126.50)		Ow.Inv		
11/04/2025	Lot 42: Debt recovery DC 2		(126.50)		Ow.Inv		
22/04/2025	Lot 23: Debt recovery DC 3		(253.00)		Ow.Inv		
24/04/2025	Tsf DC Fees to Payables as at Date		506.00		Jnl	141613	
13/05/2025	Lot 23: Debt recovery DC 4		(253.00)		Ow.Inv		
27/05/2025	Tsf DC Fees to Payables as at Date		253.00		Jnl	143634	
24/06/2025	Lot 39: Debt recovery DC 2		(126.50)		Ow.Inv		
			-\$126.50				

Admin--Management Fees--Standard 154000

18/09/2024	17/09/24 Inv65249 Management Fee	Strata Title Administration Ltd	19,071.77	Paid	DE	INV-65249	230372
13/03/2025	13/3/25 INV-71625 Six-mthly Management Fee	Strata Title Administration Ltd	19,071.77	Paid	DE	INV-71625	243909
			\$38,143.54				

Admin--Transfer to Contingency Fund 157400

28/01/2025	Repay Temp Loan		150,000.00		Jnl	134748	
28/01/2025	Net Off Temp Loan		(150,000.00)		Jnl	134750	
29/04/2025	Repay Temp Loan		150,000.00		Jnl	141934	
29/04/2025	Net Off Temp Loan		(150,000.00)		Jnl	141936	
			\$0.00				

Insurance--Office Bearers Liability 159101

15/10/2024	1/10/24-1/10/25 Inv NZ04512 Insurance Premium	Lockton Companies New	2,026.30	Paid	DE	NZ04512	232744
			\$2,026.30				

Insurance--Premiums 159100

15/10/2024	1/10/24-1/10/25 Inv NZ04513 Insurance Premium	Lockton Companies New	25,587.50	Paid	DE	NZ04513	232744
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Body Corporate 90561**"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

15/10/2024	1/10/24-1/10/25 Inv NZ04510 Insurance Premium	Lockton Companies New	591,163.08	Paid	DE	NZ04510	232744
15/10/2024	1/10/24-1/10/25 Inv NZ04511 Insurance Premium	Lockton Companies New	614.96	Paid	DE	NZ04511	232744

\$617,365.54**Levy / Other Credits 159600**

21/10/2024	Lot 7 Cr Insurance ap TC		8,390.85		Jnl	130000	
21/10/2024	Lot 8 Cr Insurance ap TC		8,390.85		Jnl	130002	
21/10/2024	Lot 9 Cr Insurance ap TC		8,713.57		Jnl	130004	

\$25,495.27**Maint Bldg--General Maintenance & Disbursements 167200**

15/07/2024	4/7/24 Inv 31280 Repair Bollard Light Fitting	MBE Services Ltd	161.00	Paid	DE	31280	225148
29/07/2024	22/07/24 Inv31334 Installation of LED Bollard	MBE Services Ltd	1,112.56	Paid	DE	31334	226256
13/08/2024	7/8/24 INV-17403 Drainage	W&G Drainage Limited	448.50	Paid	DE	INV-17403	227493
14/08/2024	8/8/24 Inv 5941 Conference Room Hire	Naumi Hotels Wellington T/A	400.00	Paid	DE	5941	227590
22/08/2024	21/8/24 INV 31443 Replaced failed lamp	MBE Services Ltd	141.25	Paid	DE	31443	228363
04/09/2024	2/9/24 Inv 64939 2024 AGM NOI, Agenda, Mins	Strata Title Administration Ltd	2,147.69	Paid	DE	INV-64939	229320
18/09/2024	6/9/24 Inv 31503 Replace Lamp	MBE Services Ltd	141.25	Paid	DE	31503	230412
20/09/2024	11/9/24 Inv 31526 Replace LED Bollard Fittings	MBE Services Ltd	2,635.66	Paid	DE	31526	230688
26/09/2024	25/9/24 Inv 65530 BCM Travel	Strata Title Administration Ltd	61.41	Paid	DE	INV-65530	231017
14/10/2024	11/19/24 Inv 66223 2024 Disb. - Mailout	Strata Title Administration Ltd	8.97	Paid	DE	INV-66223	232536
23/10/2024	21/10/24 Inv 31648 Lighting Maintenance	MBE Services Ltd	442.18	Paid	DE	31648	233389
03/12/2024	Lot 5: Cr Adj W/Off Small Bal ap TC		0.46		Jnl	132994	
03/12/2024	Lot 30: Cr Adj W/Off Small Bal ap TC		0.71		Jnl	132995	
03/12/2024	Lot 68: Cr Adj W/Off Small Bal ap TC		0.10		Jnl	132996	
03/12/2024	Lot 71: Cr Adj W/Off Small Bal ap TC		0.10		Jnl	132997	
19/12/2024	13/12/24 Inv 31904 Repair Bollard Light Fitting	MBE Services Ltd	161.00	Paid	DE	31904	237830
12/03/2025	11/3/25 Inv 71495 BCM Travel	Strata Title Administration Ltd	25.88	Paid	DE	INV-71495	243793
19/03/2025	19/3/25 Inv 19027 Clear SS	W&G Drainage Limited	984.40	Paid	DE	INV-19027	244549
24/03/2025	21/03/25 Inv 1001 Disinfect Yard	Charles Gubb	440.00	Paid	DE	1001	244765

\$9,313.12**Maint Grounds--Gardens & Plants 178600**

04/07/2024	26/6/24 Inv5978 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-5978	224401
18/07/2024	10/7/24 INV-6034 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6034	225509
26/07/2024	24/7/24 Inv 6088 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6088	226103
14/08/2024	6/8/24 INV-6141 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6141	227537
22/08/2024	21/8/24 INV-6202 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6202	228217
05/09/2024	4/9/24 Inv 6264 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6264	229339
20/09/2024	18/9/24 Inv 6312 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6312	230554
07/10/2024	2/10/24 Inv 6369 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6369	231825
18/10/2024	16/10/24 Inv 6416 Garden Maintenance	Carlton Landscapes	1,046.50	Paid	DE	INV-6416	233048

Body Corporate 90561**"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

01/11/2024	30/10/24 Inv 6485 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6485	233978
14/11/2024	13/11/24 Inv 6545 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6545	235227
29/11/2024	27/11/24 Inv 6610 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6610	236057
13/12/2024	11/12/24 Inv 6692 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6692	237328
13/01/2025	8/1/25 Inv 6778 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6778	238882
24/01/2025	22/1/25 Inv6832 Garden Maintenance	Carlton Landscapes	989.00	Paid	DE	INV-6832	239983
12/02/2025	06/02/25 Inv 6913 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-6913	241272
19/02/2025	19/2/25 Inv 6974 Garden Maintenance	Carlton Landscapes	529.00	Paid	DE	INV-6974	242090
20/02/2025	19/2/25 Inv 6973 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-6973	242090
06/03/2025	5/3/25 Inv 7037 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-7037	243229
20/03/2025	18/3/25 Inv 7106 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-7106	244466
03/04/2025	2/4/25 Inv 7179 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-7179	245696
17/04/2025	16/4/25 Inv 7239 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-7239	246851
02/05/2025	30/4/25 Inv 7288 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-7288	247732
15/05/2025	14/05/2025 Inv 7365 Garden Maintenance	Carlton Landscapes	1,081.00	Paid	DE	INV-7365	248849
29/05/2025	28/5/25 Inv 7443 Lawn Maintenance	Carlton Landscapes	1,138.50	Paid	DE	INV-7443	250000
12/06/2025	11/6/25 Inv 7497 Garden Maintenance	Carlton Landscapes	1,104.00	Paid	DE	INV-7497	251149

\$26,312.00**Utility--Electricity (Common Area) 190200**

10/07/2024	8/6/24-5/7/24 a/c 500194292 Electricity	Contact Energy Limited	88.69	Paid	DE	2151323998	224732
12/08/2024	6/7/24-7/8/24 a/c 500194292 Electricity	Contact Energy Limited	101.92	Paid	DE	2311298979	227355
11/09/2024	8/8/24-6/9/24 a/c 500194292 Electricity	Contact Energy Limited	87.85	Paid	DE	2012365731	229897
10/10/2024	7/9/24-7/10/24 a/c 500194292 Electricity	Contact Energy Limited	85.35	Paid	DE	2161349957	232282
12/11/2024	8/10/24-7/11/24 a/c 500194292 Electricity	Contact Energy Limited	74.05	Paid	DE	2041466560	234874
11/12/2024	8/11/24-6/12/24 a/c 500194292 Electricity	Contact Energy Limited	61.00	Paid	DE	2111397196	236860
10/01/2025	7/12/24-7/1/24 a/c 500194292 Electricity	Contact Energy Limited	76.35	Paid	DE	2012407684	238887
12/02/2025	08/01/25-07/02/25 a/c 500194292 Electricity	Contact Energy Limited	77.69	Paid	DE	2191391641	241276
11/03/2025	8/2/25-7/3/25 a/c 500194292 Electricity	Contact Energy Limited	72.20	Paid	DE	2191401733	243667
09/04/2025	8/3/25-7/4/25 a/c 500194292 Electricity	Contact Energy Limited	82.43	Paid	DE	2410228421	246079
09/05/2025	08/04/25-07/05/25 a/c 500194292 Electricity	Contact Energy Limited	84.10	Paid	DE	2201407343	248345
11/06/2025	8/5/25-6/6/25 a/c 500194292 Electricity	Contact Energy Limited	86.48	Paid	DE	2420251810	251070

\$978.11**Total expenses \$719,507.38**

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

Contingency Fund

1 Contingency--Bank/Admin. Fee 251401

31/07/2024	Bank fee on investment		36.10		Jnl		
30/08/2024	Bank fee on investment		31.93		Jnl		
30/09/2024	Bank fee on investment		31.28		Jnl		
31/10/2024	Bank fee on investment		14.95		Jnl		
29/11/2024	Bank fee on investment		1.26		Jnl		
31/12/2024	Bank fee on investment		1.21		Jnl		
31/01/2025	Bank fee on investment		1.52		Jnl		
28/02/2025	Bank fee on investment		11.00		Jnl		
31/03/2025	Bank fee on investment		10.32		Jnl		
30/04/2025	Bank fee on investment		10.31		Jnl		
30/05/2025	Bank fee on investment		17.58		Jnl		
			\$167.46				

1 Contingency--Transfer to Operating Account 257400

15/10/2024	tsf from CF to OA to cover Ins pmt ap TC		300,000.00		Jnl	129658	
28/01/2025	Net Off Temp Loan		(150,000.00)		Jnl	134751	
29/04/2025	Net Off Temp Loan		(150,000.00)		Jnl	141937	
			\$0.00				

Total expenses			\$167.46				
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Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

15 July 2025

Dear Owner,

**Re: Body Corporate 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington
Notice of Intention to Hold Annual General Meeting**

The Chairperson of your Body Corporate has instructed Strata Title Administration Ltd (Strata) to convene the Annual General Meeting (AGM) which will be held at **Naumi Hotel, 213-223 Cuba Street, Te Aro, Wellington and via MS Teams video conference facility commencing at 6:00pm on Thursday, 7 August 2025.**

A link to register to attend the meeting via MS Teams will be included with the AGM agenda documents sent to you ahead of the AGM.

The purpose of this notice is not only to seek from you nominations for the Body Corporate's Chairperson and for the Body Corporate's Committee, but also to ask if you want any particular issue to be an item of general business at the AGM:

- (a) **Nomination of a chairperson:** Your Body Corporate must elect a chairperson (who must be the owner of a principal unit, and have no overdue body corporate levies or other amounts payable and owing to the body corporate) by ordinary resolution at every AGM of the Body Corporate. A candidate for election as chairperson must be nominated by another unit owner in the Body Corporate. The Chairperson's duties are detailed in Regulation 11 which is set out on Strata's website: www.stratatitle.co.nz and can be viewed by clicking on FAQs/What are the duties of the Chairperson. Note: The Chairperson of a Body Corporate is also the Chairperson of the body corporate committee unless, at its annual general meeting the body corporate decides by Ordinary resolution that the Chairperson of the committee should instead be a different person that is elected to the committee.
- (b) **Nomination of candidates for election as committee members:** The Unit Titles Act stipulates that a body corporate of up to nine principal units may elect a committee. However, all bodies corporate of 10 or more units (known as a large unit title development) must form a committee. A committee member must be the owner of a principal unit, must be nominated by an owner of a principal unit, must have no overdue body corporate levies or other amounts payable and owing to the body corporate and may nominate himself or herself.
- (c) **General agenda items for discussion:** Do you want to nominate any item of general business? If so please provide details on the attached form.
- (d) **Levies:** Please note that in accordance with the Unit Title Regulations 2011 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.

The Unit Titles Regulations stipulate that a body corporate must give a minimum of two weeks' notice of the AGM. Strata intends to send the agenda for the AGM to all owners no later than **Wednesday, 23 July 2025**. Should you wish to nominate an owner for the Chairperson, or the Committee, or request an additional item of business, please complete the attached nomination form and return it to traceycole@stratatitle.co.nz or via post to **PO Box 3187, Auckland 1140**, to be received by Strata no later than 5:00pm on **Monday, 21 July 2025**. Because of the time constraints laid down in the Act and Regulations, nominations and any other requests, not received by this date cannot be included in the Agenda.

I look forward to seeing you at the AGM.

Yours sincerely,



Tracey Cole
Body Corporate Manager

Body Corporate 90561 Nomination Form

To: Tracey Cole
Strata Title Administration Ltd

Nomination of a chairperson (r10, Unit Titles Regulations 2011)

I hereby nominate as chairperson of the Body Corporate to be resolved by an ordinary resolution at the annual general meeting to be held on Thursday, 7 August 2025 at 6:00pm at Naumi Hotel, 213-223 Cuba Street, Te Aro, Wellington and via MS Teams video conference facility.

Nomination of candidates for election as committee members (r24 (3), Unit Titles Regulations 2011)

I hereby nominate the following owners as candidates for election as committee members of Body Corporate 90561:

Nominee: Unit Number:

Nominee: Unit Number:

Nominee: Unit Number:

Nominee: Unit Number:

Nominee: Unit Number:

Nominee: Unit Number:

Nominee: Unit Number:

If you wish to nominate additional owners as members of the committee, please write their name(s) and unit number(s) on a separate sheet and attach to this form.

IMPORTANT NOTE: Please refer to the attached guide for Committee members regarding compliance with the Committee member code of conduct set out under the Unit Titles Act Regulation 28A.

Additional agenda items:

Please provide details of the item(s) you want discussed.

.....
.....
.....
.....

Proposed By:

Name: Unit Number:

Signature: Date:

Code of conduct for body corporate committee members

What is the code of conduct?

The code of conduct was introduced on 9 May 2023 by the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022.

It inserted a new Section 114A into the Unit Titles Act 2010 stating:

'The members of a body corporate committee must comply with the code of conduct for committee members prescribed in the regulations.'

Correspondingly, a new Schedule 1A was added to Schedule 2 of the Unit Titles Regulations 2011 and that is the code of conduct. The code of conduct sets out 5 requirements that committee members must adhere to in all their dealings as a body corporate committee member.

1. Commitment to acquiring understanding of Act, including this code

Schedule 1A states the following requirement:

'A member must have a commitment to acquiring an understanding of anything in this Act and the regulations, including this code of conduct, that is relevant to the member's role on the committee.'

Whilst most committee members will have been doing this the code creates a focus on documenting the process. Body corporate managers may be looked to by committees for guidance on how to comply with this requirement.

Having members attend training courses offered by industry associations such as SCA (NZ) is an excellent option as they provide clear proof of completion.

Committee meetings are another practical forum to cover this. Committees may liaise with their body corporate manager or a suitable solicitor to have relevant training provided in the meeting and documented in the minutes of the meeting.

2. Honesty, fairness and confidentiality

Schedule 1A states the following requirement:

'(1) A member must act honestly and fairly in performing the member's duties as a committee member.'

'(2) A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized or required to do so by law.'

There is a personal responsibility component to this requirement. Reiterating and recording this requirement at the commencement of committee meetings will keep it top of mind for attendees. Throughout meetings the chairperson and body corporate manager should note concern around actions or proposed actions that they view as breaching this.

Committee meeting documents and all correspondence issued on behalf of the committee, or by individual committee members, may be subject to scrutiny for compliance with this requirement. A document review process prior to issuance is recommended to include vetting for this.

3. Acting in body corporate's best interests

Schedule 1A states the following requirement:

'A member must act in the best interests of the body corporate in performing the member's duties as a committee member, unless it is unlawful to do so.'

When considering and voting on any item of business that impacts any interest of the body corporate it is paramount for a member to table any concern they may have.

In the first instance this requires a member to be active and engaged. Being repeatedly absent from committee meetings or failing to properly prepare by reading the materials for the meeting ahead of time may be considered to fall short of this requirement.

Salient comments of concern, or the like, made by members at meetings should be documented in the minutes of meetings. These provide an historic record of sincere engagement by members.

The reference to *'unlawful'* is also a reminder that members and the body corporate manager may need to advocate obtaining legal advice from time to time. There is a reasonable expectation for both roles that they would identify if an issue has become sufficiently technical or contentious in nature to warrant this step being taken.

4. Complying with Act and this code

Schedule 1A states the following requirement:

'A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the member's duties as a committee member.'

Committees may reasonably look to their body corporate manager for advice on how to comply with the Act and its regulations. This will include correct process around calling, convening, and documenting all general meetings of their body corporate as well as all committee meetings. It is recommended the committee continue to work closely with its body corporate manager so that all business of the meetings, and that which arises outside meetings, is also handled in accordance with the requirements of the Act and regulations.

The body corporate manager will be able to quickly demonstrate to the committee that they have set processes for the fundamental tasks a body corporate must regularly undertake. This will give surety to the committee around the majority of, if not all, compliance matters.

An experienced committee will acquire a level of knowledge to confidently attend to day-to-day matters while new committees will require closer guidance from their body corporate manager. Again, it will also be incumbent on the body corporate manager to advise if a matter requires the expertise of a solicitor at any time.

5. Conflict of interest

Schedule 1A states the following requirement:

'A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.'

Section 114C of the Unit Titles Act 2010 sets out the duty of committee members to disclose a conflict of interest. Please refer to SCA (NZ) corresponding document to this, which explains the compliance requirements regarding conflicts of interests for both committee members and body corporate managers.

Proposed Budget to apply from 01/07/2025

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

		Operating Account		
		Proposed budget	Actual	Previous budget
		01/07/2024-27/06/2025		
Revenue				
143000	Levies Due--Operating	749,568.54	749,568.43	749,568.54
Total revenue		749,568.54	749,568.43	749,568.54
Less expenses				
153200	Admin--Debt Collection Fees	0.00	(126.50)	0.00
156200	Admin--Legal/Professional Fees	5,000.00	0.00	5,000.00
154000	Admin--Management Fees--Standard	39,287.54	38,143.54	38,143.54
182600	Building Manager--Contract	20,000.00	0.00	0.00
159101	Insurance--Office Bearers Liability	2,675.00	2,026.30	2,675.00
159100	Insurance--Premiums	624,306.00	617,365.54	645,450.00
159600	Levy / Other Credits	0.00	25,495.27	0.00
167200	Maint Bldg--General Maintenance & Disbursements	30,000.00	9,313.12	30,000.00
178600	Maint Grounds--Gardens & Plants	26,000.00	26,312.00	26,000.00
190200	Utility--Electricity (Common Area)	2,300.00	978.11	2,300.00
Total expenses		749,568.54	719,507.38	749,568.54
Surplus/Deficit		0.00	30,061.05	0.00
Opening balance		40,346.02	10,284.97	10,284.97
Closing balance		\$40,346.02	\$40,346.02	\$10,284.97
Total units of entitlement		10000		10000
Levy contribution per unit entitlement		\$74.96		\$74.96

Contingency Fund**Proposed
budget**

01/07/2024-27/06/2025

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

242600 1 Net Intt. on Investments--Cont.

0.00

3,348.89

0.00

Total revenue

0.00

3,348.89

0.00

Less expenses

251401 1 Contingency--Bank/Admin. Fee

0.00

167.46

0.00

Total expenses

0.00

167.46

0.00

Surplus/Deficit

0.00

3,181.43

0.00

Opening balance

316,367.93

313,186.50

313,186.50

Closing balance

\$316,367.93

\$316,367.93

\$313,186.50

Total units of entitlement

10000

10000

Levy contribution per unit entitlement

\$0.00

\$0.00

MINUTES OF COMMITTEE MEETING
Body Corporate No 90561

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE COMMITTEE MEETING of this Body Corporate was held in the Boardroom of Strata Title, iCentre, Level 1, 50 Manners Street, Te Aro, Wellington and via MS Teams Remote attendance on Thursday, 13 February 2025, commencing at 5:00pm.

PRESENT:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at the Meeting
1	100	Yes	Ms Robyn Snelgrove
4	4	Yes	Mr Terry Kinloch
7	7	Yes	Mr Eyal Aharoni
11	11	Yes	Ms Christine Jones
15	15	Yes	Ms Julie Gubb
91	91	Yes	Mr Julius Capilition

OTHERS PRESENT:

Ms Tracey Cole, Body Corporate Manager.

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Mr Eyal Aharoni welcomed attendees to the meeting as Chairperson and confirmed for Ms Tracey Cole to present the agenda for the meeting.

2 APOLOGIES

There were no apologies, with the meeting declared quorate.

3 PROXIES

Note that proxies are not to be relied on for purpose of quorum or voting but may still be recorded to show that an absent member supports the views of another member who is present.

4 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

There were no conflicts to declare.

5 MINUTES OF PREVIOUS MEETING

Confirmed that the minutes of the previous Committee meeting held on **7 November 2024** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

6 CHANGE OF OWNERSHIP

88 N & S Shah - 8 July 2024
83 Jesper Reinink - 18 September 2024
77 OLPS Novena Investments Ltd - 26 November 2024
32 GJA Investments Ltd - 22 January 2025

7 INTERIM FINANCIAL REPORT

Ms Cole presented the financial reports for the period 1 April 2024 to 31 January 2025 being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.

Key features of the reports:

Operating Account: The reporting period is ten (10) months of the financial year. Total cash spending shown in the SFP for the operating account (OA) is sitting at 91% of budget. That is inflated by the insurance having been paid for the full year. This is tracking over budget for variable spending at this point in time.

The DER sets out the payments for each expense item. Spending of note:

- Debt Collection fees - these will be cleared on receipt of owners paying the fees.
- Levy/Other Credits - this cost relates to a refund to the owner of units 7-9 for his share of the body corporate insurance premium. These units are insured separately, with the insurance portion of the budget levied to the owner, now having been refunded.

Contingency Fund: The transfer that was undertaken to the Operating Account to cover the insurance payment is being repaid as levies are received. The original \$300,000, now has a balance of \$150,000 to be repaid, this will be undertaken on receipt of the 1 April levy.

Levy Arrears: As reported. The DC regime is being followed for those owners with arrears. Arrears under \$300 are not subject to the debt collection regime.

8 HEALTH & SAFETY UPDATE

- Balcony Safety.

Mr Terry Kinloch raised the matter of balcony safety. He referenced a report from Maynard Marks in 2015. The Committee confirmed the report was shared with owners in 2015. This report is not on Strata's web portal as Strata were not aware of the report. Mr Kinloch has now passed this on and it will be available on the portal.

The report will also form part of the documents sent to owners when requesting a Pre Contract Disclosure, for the sale of their property.

A communication, with a copy of the report, will be sent to owners.

Owners are reminded that repairs to their balconies are an owner cost and that they should undertake their own assessment on the safety of their balconies.

The report will also be noted annually in the AGM under the Health & Safety Resolution.

A unit with a particularly unsafe balcony will be contacted to address immediately.

- Trees

Ms Christine Jones advised of a Karaka tree which drops berries that are poisonous when eaten. The Committee discussed and agreed to have the tree removed.

- Dogs

Two large dogs have been roaming in the common areas. The owner of the unit has previously been contacted, with the property manager advising the dogs would be removed. They were not approved by the Committee as required under the Rules. The dogs are still there and Ms Cole will contact the owners once again to follow up their removal.

9 FREEHOLD UPDATE

Mr Eyal Aharoni advised that a budget for the Residents Association has been requested from Strata Title. On receipt of this, a communication to owners will be sent from the lawyer including the proposed budget. Mr Aharoni advised he would expect the Freehold to be complete in the next 6 months if all owners are in agreement. The costs are unknown at this time as it is dependents on the number of owners signing up. Ms Jones made reference to an early estimation of between \$6,000 - \$7,000 per unit.

10 GENERAL BUSINESS

- New Guidelines (for approval)

Mr Kinloch has been reviewing and drafting these, with a copy supplied to the Committee for any feedback.

- Operational Rules rewrite plan

These were discussed in conjunction with the Guidelines document, and should be reviewed and updated when the property becomes freehold.

- Parking proposal

Mr Kinloch summarised his work on parking enforcement options and made several recommendations. The Committee discussed and reviewed. As no outcome was reached Mr Kinloch advised he would no longer be working on this issue.

- Rules for remediation, including colour palette rules.

The body corporate Rules do not state what colour an apartment is to be painted or re-clad. It is the expectation that the Committee be consulted in the first instance to review a proposal for an exterior colour change.

- Predator Free Wellington.

Ms Jones advised the rat traps have been purchased, and are in place.

- Gardening - removal of flammable plants

Ms Jones confirmed these have been cut back, and the risk now removed.

- Resignation from Committee

Mr Kinloch advised he wished to resign from the Committee.

11 **NEXT COMMITTEE MEETING & AGM**

The quarterly Committee meeting dates are listed below:

- Thursday 8 May 2025
- Thursday 10 July 2025 (pre AGM)

AGM Thursday 7th August 2025 - TBC

Held at the office of Strata Title and via MS Teams @ 5.00pm.

Strata will provide a MS Teams meeting link to all attendees ahead of the meeting.

12 **MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING**

Resolved: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

13 **MEETING CLOSURE**

There being no further business for discussion the meeting was closed at 6.35pm

MINUTES OF COMMITTEE MEETING Body Corporate No 90561

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE COMMITTEE MEETING of this Body Corporate was held in the Boardroom of Strata Title, iCentre, Level 1, 50 Manners Street, Te Aro, Wellington, on Thursday, 28 November 2024, commencing at 5:00pm.

PRESENT:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at the Meeting
1	100	Yes	Ms Robyn Snelgrove via Teams
4	4	Yes	Mr Terry Kinloch
7	7	Yes	Mr Eyal Aharoni via Teams
11	11	Yes	Ms Christine Jones
15	15	Yes	Ms Julie Gubb
91	91	Apology	Mr Julius Capilition

OTHERS PRESENT: Ms Tracey Cole, Body Corporate Manager (Strata Title)

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Mr Eyal Aharoni welcomed attendees to the meeting as Chairperson and confirmed for Ms Tracey Cole to present the agenda for the meeting.

2 APOLOGIES

As recorded above.

Resolved: That the apology be accepted and the meeting declared quorate.

3 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

There were no conflicts to record.

4 MINUTES OF PREVIOUS MEETING

Confirmed that the minutes of the previous Committee meeting held on **24 September 2024** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

5 CHANGE OF OWNERSHIP

88 N & S Shah - 8 July 2024

83 Jesper Reinink - 18 September 2024

6 INTERIM FINANCIAL REPORT

Ms Cole presented the financial reports for the period 1 July 2024 to 15 November 2024 being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.

Key features of the reports:

Operating Account: The reporting period is four and a half months (4 1/2) of the financial year. Total cash spending shown in the SFP for the operating account (OA) is sitting at 91.02% of budget. That is inflated by the insurance having been paid for the full year. This is tracking over budget for variable spending at this point in time.

The DER sets out the payments for each expense item. Spending of note:

- Debt Collection fees - these will be cleared on receipt of owners paying the fees.
- Levy/Other Credits - this cost relates to a refund to the owner of units 7-9 for his share of the body corporate insurance premium. These units are insured separately, with the insurance portion of the budget levied to the owner, now having been refunded.

Contingency Fund: A \$300,000 transfer has been undertaken to the Operating Account to cover the insurance payment. These funds were transferred to the Contingency Account to an investment saver until required for this payment.

Levy Arrears: As reported. The DC regime is being followed for those owners with arrears. Arrears under \$300 are not subject to the debt collection regime. Several very small balances, under \$1.00 were agreed to be written off by the Committee.

7 HEALTH & SAFETY UPDATE

Mr Terry Kinloch advised the plants/trees growing close to the houses are a hazard, due to them being flammable. Ms Christine Jones will advise the gardeners of this issue and have them cut back.

8 FREEHOLD UPDATE

Mr Eyal Aharoni advised he is continuing to follow up the lawyers.

A set of Rules will be drawn up for the Incorporated Society, which will be reviewed/updated prior to finalising. These are based on the current BC rules, and expected to be available in 3 weeks. The parking rules, as discussed under item 9, will be improved for the Incorporated Society's Constitution rules.

The Insurance has been placed for the Body Corporate, there will be no changes to the cover when the property transfers to Fee Simple, away from Unit Title.

NZI will cover the common areas when the Freehold is complete and individual owners have the option to insure block by block or to change insurer.

Once the lawyer has been back in touch, those owners who have not returned the signed Freehold documents will be followed up.

9 GENERAL BUSINESS

- Carparking survey results - Mr Kinloch spoke to the results of the parking survey sent to owners, which the Committee reviewed and discussed, agreeing to accept the PSL model of enforcement for vehicles parked on the yellow lines and footpaths. Please refer to the attached document, which details the background and the next steps.
- Asbestos survey requirement - The Committee agreed this was not required.
- Ground leaks - It was noted there are multiple leaks springing up. In the past these have been fixed by Wellington Water and they will be contacted once again. Unfortunately they don't reinstate the areas after the leak has been fixed, leaving uneven surfaces.
- Unit 90 balcony - This was noted as a danger due to the loose cladding materials unsecured. The Committee will contact the owners to offer assistance in addressing this matter.
- Rocks in the common area - The quote obtained by Ms Jones was accepted by the Committee to place rocks within the complex, Pétanque Court, to assist with addressing the illegal parking.

10 NEXT COMMITTEE MEETING & AGM

The quarterly Committee meeting dates are listed below:

- Thursday 13 February 2025
- Thursday 8 May 2025
- Thursday 10 July 2025 (pre AGM)

Held at the office of Strata Title and via MS Teams @ 5.00pm.

Strata will provide an MS Teams meeting link to all attendees ahead of the meeting.

11 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

Resolved: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

12 MEETING CLOSURE

There being no further business for discussion, Ms Cole thanked the committee for their attendance and closed the meeting at 6.05pm.

GRETA POINT BODY CORPORATE
PARKING REPORT
DATED 28 NOVEMBER 2024

INTRODUCTION

This report was compiled by the Greta Point Body Corporate management committee in November 2024, following a review of parking and emergency vehicle access at Greta Point.

In part, this was undertaken in the light of a low but persistent level of complaints from some residents about parking, including allegations that:

- Residents use Visitor Parks, sometimes for long periods of time.
- Unauthorised 'Private Parking' signs are placed on Visitor Parks.
- Residents, visitors and contractors are routinely parking in unauthorised areas, especially on yellow 'No Parking' lines, footpaths and grassed areas.

These complaints are intermittent, and are often received from the same people.

Research consisted of:

- A search of relevant documents:
 - o Unit Titles Act 2010 & amendments.
 - o BC Committee minutes from 2017 to present day.
 - o AGM and other meeting minutes from 20yy forward
 - o Greta Point Operational Rules dated xx 2017.
 - o Hints etc.
- A survey of owners.
- An assessment of emergency vehicle access by the NZ Fire Service and the Wellington Free Ambulance.

CONTENTS

This report will cover:

- Background.
- Document search results.
- Survey results.
- Emergency vehicle access reports.
- Conclusions.
- Recommendations.

BACKGROUND

There are currently 21 visitor-only carpark on common property at Greta Point.¹

Most, if not all, of these carpark are occupied at night or in weekends; half or less are occupied during working hours. There is a seven-day time limit on these parks for visitors.

It is likely that some, if not many, of these visitor parks are regularly occupied by residents, in breach of the BC Operational Rules for parking.

¹ Five of which are temporarily inaccessible due to building work at the south end of the complex.

Every residential unit has at least one garage. Some of these garages are used for storage, not for car parking.

These arrangements may no longer meet the needs of residents, because of:

- Increasing numbers of multi-car households.
- Increasing numbers of visitors using carparks.
- Some residents not using their garage for their cars.
- Nearby public roadside car parks being removed by WCC.

With increased demand for resident and visitor carparks, and a static number of parks, something has to give.

While the Operational Rules for parking are clear in their purpose, which is to 'achieve unimpeded vehicle access through the main road and on all subsidiary lanes in the complex at all times', the requisite 'considerate parking practices' are not often in evidence.

UNIT TITLES ACT 2010

The Unit Titles Act 2010 states:

- s.80(1)(j) An owner of a principal unit must comply with the body corporate operational rules.*
- s.105(4) The body corporate operational rules are binding on*
- (a) the body corporate; and*
 - (b) the owners of principal units; and*
 - (c) any person who occupies a principal unit; and*
 - (d) any mortgagee who is in possession of a principal unit.*
- s.106(3) Any amendment, revocation or addition [to the Body Corporate Operational Rules] must be made by ordinary resolution at a body corporate general meeting'*

GRETA POINT BODY CORPORATE OPERATIONAL RULES DATED NOVEMBER 2017

Section 5 of these Rules, which deals with parking, states:

Intent of the Rules:

- *To achieve unimpeded vehicle access through the main road and on all subsidiary lanes in the complex at all times. This requires considerate parking practices.*

5.1 Residents Parking:

- *Residents shall park their vehicles at all times –*
 - (a) Inside their garage.*
 - (b) May park a vehicle on the driveway outside their garage;
Where a vehicle is longer than the driveway, it may overlap the curb provided it does not protrude into the road and thus impedes traffic flow.*
 - (c) May not park on or allow their vehicle to intrude onto any footpath, except for Units 66-75 where short driveways blend with the footpath.*
 - (d) May not parallel park on roadways where there are yellow lines.*
 - (e) May not park in spaces marked 'NP' or on the pétanque court or its surrounds.*
 - (f) May not park in the designated visitor parks.*

5.2 Visitor Parking:

- (a) *Visitor parks are for the use of visitors and not for residents.*
- (b) *A maximum stay of seven nights is permitted in a visitor park.*

5.3 Emergency Vehicles:

- (a) *Emergency vehicles need to have unimpeded access to all parts of the complex at all times for the safety of residents.*
- (b) *Parking behaviour that restricts road access or blocks access to the front door of a unit is unacceptable as it could endanger the safety of residents.*

5.4 Breaches of these Rules:

- (a) *Will result in vehicles being towed, on the authority of the Body Corporate, without prior notification.*
- (b) *The Body Corporate shall not be liable for any resulting damage, loss or costs.*
- (c) *Reclaiming vehicles will be at the expense of the owner.*

5.5 Definitions and Notes:

'Unimpeded access' means:

At a minimum, a single vehicle may transit freely through the complex.

The exceptional permission to park across the footpath for Units 66-75 will at times affect foot traffic to those units only. Foot traffic going north to south in the complex or vice versa will have the Village Green (common ground) route available.'

Section 7 of the Rules states:

'A Proprietor or Occupier of a unit must not, without the prior written consent of the Body Corporate, erect, fix, place or paint any signs or notices of any kind on or to the common property or on to any window, balcony railing or external part of a unit.'

Notes:

Under the provisions of the Unit Titles Act 2010, these Rules are binding and enforceable on all BC members.

The parking provisions in the separate 'Guidelines and Helpful Tips for Living at Greta Point' document dated 2008, while broadly consistent with the Operational Rules, have no legal standing.

The draft Operational Rules for the Greta Point Residents' Association contain exactly the same rules for parking as the Greta Point Body Corporate Operational Rules.

Some of the rules listed in Section 5 are inconsistent with the stated intent of the rules. e.g. visitors' parks do nothing to achieve unimpeded vehicle access.

BC AGM MINUTES 2017-2024

Parking has often been discussed at various AGMs, but, as far as can be seen, no proposal to amend the 2017 Operational Rules, as relating to parking, has ever been authorised by ordinary resolution.

- Time limits for visitor parking were discussed at the 2021 AGM, but no rule changes were proposed or authorised.
- A proposal to convert one visitor park into a mobility park was tabled at the 2020 AGM, but it was withdrawn before voting. A subsequent proposal to look at creating a mobility park at the south end of the complex came to nothing.

GRETA POINT PARKING SURVEY REPORT

Introduction:

This survey was conducted by the committee in October/November 2024, in an attempt to obtain owners' views about the suitability of parking within the complex.

Results:

Approximately one third of owners responded to the survey.
Two thirds of owners did not respond.

A number of responses which did not answer the question were discarded (shown as N/A) below.

Question 1: Do you want more / the same number / fewer / no visitor car parks?

More: 7

The same number: 11

Fewer: 1

None: 3

N/A: 7

Question 2: If you still want visitor car parks, should they be time-limited e.g. in working hours only, maximum 4 hours?

Yes: 24

No: 2

N/A: 3

Question 3: Do you want more parking for residents, in addition to your garage?

Yes: 15

No: 11

N/A: 3

If you answered 'Yes' to question 3:

Question 4: Should we replace some or all visitor car parks with residents' car parks?

Yes: 14
No: 1
N/A: 14

Question 5: should we spend money to convert some under-utilised common property into residents' carpark?

Yes: 13
No: 1
N/A: 15

Question 6: Should we allow visitors to use new residents' carpark during working hours?

Yes: 7
No: 2
N/A: 20

Question 7: Do you think there is adequate 24/7 emergency vehicle access to your unit?

Yes: 18
No: 4
N/A: 7

Question 8: Should we pay for a parking enforcement agency?

Yes: 17
No: 8
N/A: 4

Question 9: Do you have any other comments or suggestions?

A large number of comments and suggestions were offered, including:

- Use an automated camera system.
- Issue vehicle passes.
- Convert the pétanque court & other common property into parking spaces.
- Strictly enforce parking rules.
- Speeding vehicles are also a problem.
- Add a new vehicle entrance into the complex between the two existing ones.
- The narrow road to the north of the complex is especially bad for parking. This area should be a 'red-zone' automatic towing zone.
- More car parks must not come at high cost to residents.
- More residents have multiple vehicles these days, and this fact needs to be catered for.
- Residents need to stop parking in front of their garages.
- Residents need to be encouraged to use their garages for parking.
- Conversion of common property for parking may require WCC consent.
- NIWA should be asked for after-hours parking access.
- Barriers should be used to block vehicle access to grassed and paved areas.
- Any parking action taken in advance of the free-holding process could cause problems.

Approximate Location & Building Type of Responses:

- Despite the fact that parking is more congested in the north of the complex:
 - o Less than one-third of responses were from northern units.
 - o Over two-thirds of responses were from southern units.
- Nearly two-thirds of the two-story units responded to the survey.
- Fewer than one in five of the three-story units responded to the survey.

EMERGENCY VEHICLE ACCESS

At 7 p.m. on 25 November, a Wellington Free Ambulance (WFA) ambulance drove through the complex. The ambulance, which is 2.5m wide, was able to negotiate all roads within the complex, albeit with difficulty. However, the number of parked cars present at the time was lower than has been seen in recent weeks.

The WFA ambulance officer assessed the overall level of access on this occasion as 'awkward but workable' for a single ambulance. The worst problem was the parking of cars directly in front of unit front doors. This would likely cause significant difficulty and delay in evacuating patients from these units to an ambulance. In acute cases where 'minutes matter', such a delay could have serious, even life-threatening, consequences.

However, emergency vehicles often conduct 'co-responses' involving fire and police vehicles as well as ambulances. In this circumstance, it some parts of the complex could be inaccessible.

At 7 p.m. on 27 November, a New Zealand Fire Service (NZFS) truck from the Kilbirnie Fire Station drove through the complex. The vehicle was able to move freely through the complex, despite there being a dozen cars parked in unauthorised places. See below.



All units were within easy reach of fire hoses carried on the vehicle, and sea water pumped from Evans Bay would also be used if necessary. If need be, fire trucks could operate from Evans Bay Parade or the NIWA carpark to provide additional water coverage. If cars were found to be blocking a fire truck in the case of a fire, the firemen were able and willing to move the vehicle out of the way physically.

It was recommended by the NZFS crew that:

- A number of flammable plants growing close to houses, especially flax, be pruned back.
- Drivers be urged not to park on both sides of the road at one time, as this will seriously limit fire truck access and could result to damage to the vehicles.

RESIDENTS USING VISITOR CAR PARKS

The parking of residents' vehicles on the 21 visitor-only parks is the most contentious problem at Greta Point, and it attracts most of the complaints.

While enforcement of unauthorised parking on yellow lines and footpaths is straightforward – all vehicles so parked would be subject to enforcement action – the parking of residents' vehicles on visitor parks is much more difficult to enforce.

- Without an accurate listing of residents' vehicles, it is not possible to prevent them parking on visitor parks. Enforcement these days must operate to a high standard of accuracy and consistency, if it is not to result in legal challenges and appeals.
- While residents could be asked to supply licence plate number of their vehicles, many will not comply if they know that it will facilitate enforcement action against them.
- It is not acceptable for other residents to make accusations simply because they 'know' that the car concerned belongs to a resident. This 'system' is prone to mistakes, and would likely result in challenges and appeals.

OTHER UNAUTHORISED PARKING

Yellow 'no parking' lines are inconsistently applied, and are largely ignored. Vehicles parking on some, but not all, yellow lines will impede or block emergency vehicle access.

Vehicles also routinely park on footpaths and grassed areas. The Operational Rules only permit footpath parking in one small area (units 66 to 75). Parking on grassed areas is not explicitly prohibited in the Operational Rules.

It is recommended that yellow lines be maintained only where their presence would improve emergency vehicle access.

It is also recommended that yellow line parking be penalised without exception where emergency vehicle access is blocked. In all other areas, yellow line enforcement should be discretionary.

ENFORCEMENT

The enforcement of current Operational Rules for parking is not currently conducted at Greta Point. Consequently, numerous vehicles park wherever they want to. As far as can be ascertained, consistent and effective enforcement of Operational Rules for parking has never been conducted. Brief periods of enforcement have occurred when enthusiastic residents choose to act, but these periods are few and far between.

Any sudden introduction of enforcement after a long period of non-enforcement would likely result in a backlash from those residents and visitors who are subject to enforcement action. This should not prevent enforcement action, but such action would need to be gradually implemented, with repeated warnings being issued before active enforcement is undertaken.

Should the BC wish to enforce the current Operational Rules for parking, there are a number of aspects to consider:

- Detecting and identifying offenders reliably and accurately.
- Enforcing the Operational Rules in a non-confrontational manner.

OPTIONS FOR DETECTING & IDENTIFYING OFFENDERS

As discussed earlier, it is insufficient for resident volunteers to attempt enforcement using ad-hoc methods e.g. notes under windscreen wipers, knocking on doors of suspected offenders, etc. Such methods have proven to be ineffective over the years.

An alternative is to contract out the whole process, using a professional commercial service provider. This would insulate residents from adverse reactions from offenders, and should reduce the risk of endless litigation and appeals. It would also come at a financial cost to the BC.

Several relevant Wellington parking management companies were contacted.

The business models of **Smart Compliance Management**, **New Zealand Enforcement Services** and **Parking Enforcement Services** focus on detecting visitors parking without authorisation, using automated cameras and licence plate detection software, at entrances and exits of BC parking areas.

This model will not work for Greta Point, as visitors are permitted to park in the complex for long periods of time. There is no camera coverage of internal parking areas, and there is no database of licence plate numbers.

Parking Services Limited (PSL) use a different model. A resident of the BC takes photos of vehicles parking in unauthorised areas, and uploads them to the PSL website. Using its links to the NZTA licence plate database to identify owners, PSL then issues a \$95 infringement notice directly to the vehicle owner. The BC is only involved in the detection of offenders and the assessment of appeals. The fine is paid directly and entirely to PSL. To cover its business risks, signage provided by PSL is rented to the BC.

This model will work for unauthorised parking on yellow lines, etc., but not for unauthorised parking on Visitor Parking sites. This is because there is no current database of residents' licence plates available to the BC; without this, enforcement against residents cannot be accurate or fair.

Residents' vehicles parked on Visitor Parks are difficult to identify fairly or consistently, as there is no accurate database of residents' licence plate numbers. Residents are unlikely to provide this information if it will be used for subsequent enforcement action against them.

OPTIONS FOR ENFORCEMENT

Should the committee choose to enforce some or all Operational Rules for parking, there are several available methods, listed below in order of severity and risk of confrontation:

Towing of vehicles:

- Highest risk of confrontation
- May be difficult in tight parks
- May be unreliable & slow to arrive
- Likely most expensive for offender

Clamping of vehicles:

- Slow process, hence risk of confrontation
- Park still occupied
- Still expensive for offender

Ticketing of vehicle owners:

- Quickest, hence lowest risk of confrontation
- Park still occupied
- Likely cheapest for offender

There are numerous websites claiming to explain the 'rights' of alleged parking offenders, and offering to help them to 'beat unfair tickets'. Lawyers will offer their services to alleged offenders, and court proceedings are not unheard of. 'Private parking' situations like ours are especially vulnerable to litigation. This needs to be borne in mind when designing enforcement solutions.

It is recommended that the committee not implement any enforcement regime that potentially pits residents against residents. This includes the towing and clamping of vehicles.

CONCLUSIONS

1. The current Operational Rules for parking at Greta Point are not enforced. As a result, they are regularly breached.
2. Going by the survey results, a solid majority of residents have no strong views about this.
3. Despite the rule breaches, the purpose of the rules, to achieve unimpeded vehicle access, is largely achieved.
 - a. Even at the height of the remediation process in the southern part of the complex, with tradesmen's vehicles on site on a daily basis, traffic flow through the complex continued without major disruption.
 - b. Emergency vehicle access to Greta Point is not a problem.
4. Some of the Operational Rules do not contribute towards the purpose of the rules.
5. It seems likely that consistent and effective parking enforcement at Greta Point has never been achieved.
6. Non-confrontational enforcement of unauthorised parking on yellow lines, footpaths and in front of doorways is technically possible.
7. Enforcement of unauthorised resident parking on visitor parks is not feasible without an accurate listing of licence plate numbers. This does not exist, and it is unlikely that residents will willingly supply this information.
8. There is no doubt that inconsiderate parking practices at Greta Point concern some residents. However, to suddenly expect residents who have grown accustomed to parking on visitor-only parks, on yellow lines, on footpaths and in front of doors to find alternative parking or be penalised could result in a backlash from some of those residents. Should this be implemented, a fair warning period should be included.
9. Any changes to existing Operational Rules require majority approval from owners, either at an AGM or a special meeting. All that can be done in the meantime is:
 - a. Enforce some or all of the Operational Rules for parking, or
 - b. Ignore them, as is currently the practice.

RECOMMENDATIONS

It is recommended that the committee:

1. Encourage residents to comply with the Operational Rules for parking, in particular:
 - a. Using garages for vehicle parking.
 - b. Not parking on footpaths or yellow lines.
 - c. Not parking on Visitor Parking.
 - d. Not otherwise impairing emergency vehicle access.
2. Decide if it intends to enforce some or all of the current Operational Rules for parking. If it does, it should:
 - a. Avoid any enforcement method that potentially pits residents against residents e.g. towing and clamping.
 - b. Work with Parking Services Limited (PSL) to obtain a quote for their parking management service.
 - c. Warn owners and residents that the committee is considering enforcement of Operational Rules for parking in the New Year.
 - d. Remind commercial service providers (e.g. gardeners and tradesmen) that the rules for parking apply equally to them.
3. If the committee does not intend to enforce the rules, it should advise owners accordingly.
4. Support the development of new, fit-for-purpose Operational Rules for parking at the next full BC meeting.
5. Seek an after-hours parking arrangement with NIWA.
6. Cut back trees and bushes in close proximity to houses.

13 August 2024

Dear Owner

**Re: Body Corporate 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington
Annual General Meeting held on Thursday, 8 August 2024**

Please find enclosed the minutes and following attachment relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 July 2024 to 30 June 2025.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply.

Yours sincerely,



Tracey Cole
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held on Thursday, 8 August 2024 commencing at 6:00pm at the Naumi Hotel, 213-223 Cuba Street, Te Aro, Wellington, and via MS Team video conference facility.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Legal Name Representative at the AGM
1	100	Yes	Mr K & Mrs R Snelgrove
2	2	Yes	J & E Ltd
3	3	Apology	Mr B Smith & Ms E Snelgrove Proxy: Mrs Robyn Snelgrove
4	4	Yes	Mr T & Mrs C Kinloch Mr Terry Kinloch
5	5	Apology	Allan, Kim Postal vote recieved
6	6	Yes	Never B Ltd via MS Teams
7	7	Yes	Mr E Aharoni & Ms A Muollo Mr Eyal Aharoni
8	8	Yes	Mr E Aharoni & Ms A Muollo Mr Eyal Aharoni
9	9	Yes	Mr E Aharoni & Ms A Muollo Mr Eyal Aharoni
11	11	Yes	Mr G & Mrs C Jones
12	12	Yes	Mr C & Mrs K Seagar
13	13	Apology	Mr D & Mrs A Jeeves Proxy: Mrs Christine Jones
14	14	Yes	Mr P Adams & Mrs M Dovi-Adams Mr Peter Adams via MS Teams
15	15	Yes	Mr L & Mrs J Gubb Mrs Julie Gubb
16	16	Apology	Messrs J, T & Ms J Baker
18	18	Yes	Mr L & Mrs J Gubb Mrs Julie Gubb
19	19	Yes	Mr L & Mrs J Gubb Mrs Julie Gubb
29	29	Yes	Zhongya Ltd Eve Bao via MS Teams
32	32	Yes	Aharoni, Guy
34	34	Yes	Fleming, Fraser via MS Teams
36	36	Yes	He Ju Trustee Ltd Charlie Wang via MS Teams
37	37	Yes	G Brown, P Butters & C Edwards C & P Butters via MS Teams
38	38	Yes	Mr P & Mrs S Proctor Mrs Sandra Proctor via MS Teams
41	41	Apology	Livas, Theodora Pre meeting electronic vote
42	42	Yes	S Ahmed & N Sayed
43	43	Yes	R & J Property Investments Ltd Ms Paula Muollo
45	45	Yes	Patel, Anil
48	48	Yes	Mr E & Mrs D Watson
49	49	Yes	J&J Corporate Trustee Ltd
50	50	Yes	Messrs A Laing & D Leong Mr Andrew Laing via MS Teams
51	51	Yes	J & J Corporate Trustee Ltd
53	53	Yes	B, K & V Hira V Hira & Bunsu Hira via MS Teams.
58	58	Yes	R & J Property Investments Ltd Ms Paula Muollo

60	60	Yes	R & J Property Investments Ltd Ms Paula Muollo
61	61	Yes	Mr E & Mrs D Watson
65	65	Yes	Mr K Keaton & Ms N Prema Mr K Keaton via MS Teams
66	66	Apology	Aro Valley Properties Ltd, Elya Kennedy - Aro Val Postal vote received
69	69	Yes	R & J Property Investments Ltd Ms Paula Muollo
70	70	Yes	D, I & Z Sajdl
72	72	Yes	Gubb, Lawrence Mrs Julie Gubb
73	73	Yes	R & J Property Investments Ltd Ms Paula Muollo
74	74	Yes	Treadwell, Nicola
78	78	Yes	Mr G & Mrs T McAllister
81	81	Yes	R & J Property Investments Ltd Ms Paula Muollo
82	82	Yes	Black Patch Ltd
83	83	Apology	Mr T & Mrs A O'Connor Proxy: Mrs Christine & Mr Gareth Jones
85	85	Yes	R & J Property Investments Ltd Ms Paula Muollo
86	86	Yes	R & J Property Investments Ltd Ms Paula Muollo
88	88	Yes	N & S Shah
89	89	Yes	N & S Shah
91	91	Yes	Central East Dynasty Ltd

OTHERS PRESENT: Ms Tracey Cole representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Ms Tracey Cole, a representative of Strata to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

Ms Cole confirmed that the proxies, postal votes and pre meeting electronic votes received will be recorded in the attendance.

Resolved: That the apologies, proxies, postal and pre-meeting electronic votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Ms Cole spoke to the financial reports noting the variances in the expense versus the budget.

Resolved: That the Body Corporate approves the financial report for the period 1 July 2023 to 30 June 2024.

4 REPORT FROM THE COMMITTEE

Mr Eyal Aharoni spoke to the report, as attached, salient points to note:

- The committee has been productive
- No major issues have arisen
- Freehold, the titles are ready to be issued, however this is on hold due to owners concerns around the insurance. The current broker, Aon, has been requested to source quotes from the market to be able to insure the property on a block by block basis. As circulated with the Chair report, (brokers email), the majority of insurers approached have declined to quote. With the current insurer, NZI not willing to insure on a block by block basis, varying from the current complex as a whole cover. The premium works out on average of \$7,000 per unit. Mr Aharoni has approached an alternative broker, Lockton, to source quotes, however they have not been able to find an insurer to offer cover for the entire complex on a block by block basis but are still working on it, the process takes time.
- The Freehold has been paused while the insurance issue being addressed. The titles are ready to be issued. On owners feedback, Mr Aharoni advised he will look at off shore insurers to also quote. Gallagher brokers were recommended and will be approached.
- The original cost to Freehold has increased, but not by a significant amount.
- An online member asked why won't we continue the Freehold while the insurance is addressed. Mr Aharoni

has suggested that it's better to resolve the insurance first so we can get maximum number of owners to participate, as those with mortgagees require the insurance to be in place.

- Freeholding while continuing to be insured as a whole complex was discussed. This may be a solution, however if block by block cover is available this will result in lower premiums for owners and lower Natural Disaster Excess.

On completion of the Freehold the property will become an Incorporated Society.

Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Mr Eyal Aharoni as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE

(i) Nominations had been received for Ms Robyn Snelgrove, Mr Eyal Aharoni, Ms Julie Gubb and Ms Christine Jones to be candidates for election as committee members. Additionally Mr Terrance Kinloch and Mr Julius Capilitan were nominated at the meeting.

Resolved: That the Body Corporate elects a committee of six (6) members, which shall have a quorum of three (3) members, comprising: Ms Snelgrove, Mr Aharoni, Ms Gubb, Mrs Jones, Mr Kinloch and Mr Capilitan.

(ii) **Conflict of interest register:** In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register.

Resolved: That the Interests Register is received.

7 DELEGATION OF DUTIES

Resolved by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

8 OFFICE BEARERS LIABILITY (OBL) INSURANCE

Resolved: That the Body Corporate accepts the quote for OBL cover, when available, for the period 1 October 2024 to 1 October 2025, to cover both indemnity and defence costs.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate insures for principal cover at the quoted premium, when available, for the period 1/10/2024 to 1/10/2025 and that Strata is to arrange the annual reinstatement valuation every second year and pay the cost as per the budget; and that for the alternate years when a valuation is not obtained the sum insured is to be the figure from the previous year's valuation increased by a further 5% to allow for inflation. An update on the insurance cover relating to the Freehold was discussed under the Chairs report.

10 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

11 SERVICE CONTRACT

Resolved: That the Body Corporate signs a new updated Service Contract with Strata to assist the Body Corporate to perform its duties under the Act and Regulations, which Service Contract is to be agreed with and signed by the Committee or Chairperson in general conformity.

12 COMMON MAINTENANCE MATTERS

- A complex wide building wash was discussed, with owners having been previously advised of the details of a contractor who has undertaken washes to individual units. The Committee will discuss how to address this issue going forward.
- Mr Aharoni advised owners if they have any maintenance issues to be addressed to please let the Committee know.
- Blocked gutters on the roof between the units was raised, this should be an ongoing maintenance item.
- Replacement water pipe work may be required due to the regular blockages in the pipes, caused by the land having dropped.

Resolved: That the Body Corporate's Chairperson/Committee is to agree, approve and arrange the maintenance required over the forthcoming year.

13 LONG TERM MAINTENANCE PLAN (LTMP)

A quote to update the LTMP to the required 30 year plan had been circulated to the Committee in August 2023, with the below resolution having been passed at the 2023 AGM.

That the Body Corporate instructs Strata to obtain quotations for the provision of a new LTMP which spans 30 years to comply with the upcoming requirements of the Unit Titles Act and that the Committee/Chairperson is to instruct Strata to accept the proposal they deem most appropriate.

However no instruction to proceed with the quote was received by the Committee, in light of the Freehold being in progress.

The previous quote will be updated and recirculated to the Committee for maintenance of the common areas. Owners are responsible for their own indivual unit maintenance.

Resolved:

(i) That the Committee is to continue to review the Body Corporate's LTMP drafted by Workshop Quantity Surveyors Ltd on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is to continue to arrange the required maintenance set out in the plan as and when required.

14 LONG TERM MAINTENANCE FUND (LTMF)

Resolved by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

15 HEALTH & SAFETY AT WORK ACT 2015

Resolved: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

16 BUDGET AND LEVIES

The proposed budget was reviewed in light of the 20% estimated increase in the insurance premium. After discussion, in light of the funds held in the Contingency account, it was agreed that the insurance increase be reduced to 10%. Any potential shortfall in the premium, at renewal, may be covered by the Contingency Fund or a special levy. The Committee will make a recommendation at the time of renewal.

Resolved:

(i) That the Body Corporate adopts an **operating account budget of \$749,568.54** for the period 1 July 2024 to 30 June 2025 and sets the levies to be due in four equal instalments on 1 July 2024, 1 October 2024, 1 January 2025 and 1 April 2025.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

17 DEBT RECOVERY REGIME

Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of \$126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the \$126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7)

calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and

- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

18 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Resolved by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

19 COMMUNICATION

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

20 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

21 GENERAL BUSINESS

The Committee will review the terms and rates available, in light of opening a Term Deposit for the Contingency Funds.

22 FREEHOLD UPDATE/LEGAL UPDATE

An update on the Freehold was addressed under Item 4 - Report from the Committee.

23 AGM CLOSURE

There being no further business for discussion, Ms Cole thanked the owners present for their attendance and participation and declared the meeting closed at 7.15pm.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

[<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>](http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html)

UNIT TITLES REGULATIONS 2011: please go to the link

[<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Chairperson's and Committee Report August 2024

Dear members,

I would like to thank the Committee for their work in the past year, the committee was productive and collaborative.

I would also like to thank our Body Corporate Managers, Strata Title Administration Ltd and especially Tracey for their excellent administering and support.

Complex renewal

I am calling it renewal rather than remediation, because not all units require remediation and the outcome is a renewed complex rather than same old thing with waterproof cladding.

Blocks 1 to 6 has completed a stunning refurbishment and renewal, its looking great, Block 10 to 16 are almost there, too.

It is pleasing to see that the approach that has enabled renewal on an individual basis is working well.

Block 10-16 is a great example where individual owners progress the renewal as far as they want and can afford within the same block.

Insurance

We have obtained a new replacement valuation for the complex, attached.

Insurance continues to be our biggest cost. The insurance will likely to rise again this year, I attach Aon's report for potential renewal, our cost per unit likely to be circa \$7,500 per unit (my estimate), Aon advised it is too early to provide a firm price.

I am working with another provider who has indicated that a market rate for our units should be circa \$5,500 per unit.

However, at the moment, due to our size we are unable to compete and we only have one provider that is able to insure the entire complex.

We are in a vulnerable position that that provider wants to insure all or nothing and we have no choice but to continue using them, we are running the risk that one day that same provider may decline cover all together.

I am continuing working to try to improve the situation talking to other providers, unfortunately nothing new I can be provided at that point, it is an ongoing discussion, but I know I will get there.

Freeholding

We are ready to proceed with the Freeholding, titles can be issued within 6 months , but many owners has expressed concern in regards to insurance once we freehold, the process is on hold until we clarify that point, it will take a few more months.

Maintenance Co-ordination

Nici Treadwell and the committee has jointly handled any common area maintenance work. This approach appears to be working well, and we are pleased with how we are now able to deal with issues such as carparking, repairs and other facilities issues in the complex.

I believe Nici would like to terminate her involvement next year, the committee will be looking for a replacement.

Thank you Nici for your great work last year.

Thanks you all for contributing to our great complex appearance and pleasant community,

looking forward for a great summer and further renewed complex in the best place to live in Wellington and NZ.

Eyal Aharoni

Chairperson

Approved Budget to apply from 01/07/2024

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

Operating Account

Approved
budget

Revenue

Levies Due--Operating	749,568.54
Total revenue	749,568.54

Less expenses

Admin--Legal/Professional Fees	5,000.00
Admin--Management Fees--Standard	38,143.54
Insurance--Office Bearers Liability	2,675.00
Insurance--Premiums	645,450.00
Maint Bldg--General Maintenance & Disbursements	30,000.00
Maint Grounds--Gardens & Plants	26,000.00
Utility--Electricity (Common Area)	2,300.00
Total expenses	749,568.54

Surplus/Deficit	0.00
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Opening balance	10,284.97
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Closing balance	\$10,284.97
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Total units of entitlement	10000
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Levy contribution per unit entitlement	\$74.96
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25 July 2024

Dear Owner,

**Re: Body Corporate 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington
Annual General Meeting**

We advise that the Annual General Meeting of your Body Corporate is to be held at 6:00pm on Thursday, 8 August 2024 at Naumi Hotel, 213-223 Cuba Street, Te Aro, Wellington and via MS Teams. The annual general meeting will be held in person, and via MS Teams video conference facility along with postal votes submitted.

Should you need to attend remotely, please use the link in the cover email to register before the meeting date. You will then receive an MS Teams link to access the meeting.

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

Please bring the agenda and the attachments with you to the Annual General Meeting.

I look forward to seeing you at the meeting.

Yours sincerely,



Tracey Cole
Body Corporate Manager

BODY CORPORATE NO 90561 (BODY CORPORATE)

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the Naumi Hotel, 213-223 Cuba Street, Te Aro, Wellington, on Thursday 8 August 2024 commencing at 6:00pm.

A link to register to attend the meeting online via MS Teams has also been emailed to all owners.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

To consider resolving: That the Body Corporate elects a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

To consider resolving: That the apologies, proxies, postal and pre-meeting electronic votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Discussion of the attached financial report.

To consider resolving: That the Body Corporate approves the financial report for the period 1 July 2023 to 30 June 2024.

4 REPORT FROM THE COMMITTEE

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee (*to follow*).

To consider resolving: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

A nomination has been received for Mr Eyal Aharoni to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints Mr E Aharoni as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE

(i) Nominations have been received for Ms Robyn Snelgrove, Mr Eyal Aharoni, Ms Julie Gubb and Ms Christine Jones to be candidates for election as committee members.

To consider resolving: That the Body Corporate elects a committee of four (4) members, which shall have a quorum of three (3) members, comprising: Ms Robyn Snelgrove, Mr Eyal Aharoni, Ms Julie Gubb and Ms Christine Jones.

(ii) **Conflict of interest register:** In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (attached).

To consider resolving: That the Interests Register is received.

7 DELEGATION OF DUTIES

To consider resolving by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

8 OFFICE BEARERS LIABILITY (OBL) INSURANCE

To acknowledge the liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity.

To consider resolving: That the Body Corporate accepts the quote for OBL cover, when available, for the period 1 October 2024 to 1 October 2025, to cover both indemnity and defence costs.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Discussion of the Body Corporate's reinstatement insurance and valuation requirements.

To consider resolving: That the Body Corporate insures for principal cover at the quoted premium, when available, for the period 1/10/2024 to 1/10/2025 and that Strata is to arrange the annual reinstatement valuation every second year and pay the cost as per the budget; and that for the alternate years when a valuation is not obtained the sum insured is to be the figure from the previous year's valuation increased by a further 5% to allow for inflation.

An update on the insurance cover relating to the Freehold will be presented at the meeting.

10 INSURANCE EXCESS

To consider resolving: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

11 SERVICE CONTRACT

Discussion of the administrative requirements of the Body Corporate.

To consider resolving: That the Body Corporate signs a new updated Service Contract with Strata to assist the Body Corporate to perform its duties under the Act and Regulations, which Service Contract is to be agreed with and signed by the Committee or Chairperson in general conformity with the copy attached to this AGM agenda.

12 COMMON MAINTENANCE MATTERS

To consider resolving: That the Body Corporate's Chairperson/Committee is to agree, approve and arrange the maintenance required over the forthcoming year.

13 LONG TERM MAINTENANCE PLAN (LTMP)

To discuss the Body Corporate's obligation to have a LTMP and review it at least every three years.

The Body Corporate has a LTMP drafted by Workshop Quantity Surveyors Ltd which is reviewed by the Committee each year to plan annual maintenance and set the proposed contingency fund budget (see budget and levy item of the agenda) to fund the LTMP.

To consider resolving:

(i) That the Committee is to continue to review the Body Corporate's LTMP drafted by Workshop Quantity Surveyors Ltd on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is to continue to arrange the required maintenance set out in the plan as and when required.

In addition to the above LTMP arrangements, the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 ("Amendment Act") is creating a new requirement on large bodies corporate (10 units or more) to have a LTMP which will *"provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30"*.

A quote to update the LTMP to 30 years was circulated to the Committee in August 2023, as the below resolution was passed at the 2023 AGM.

That the Body Corporate instructs Strata to obtain quotations for the provision of a new LTMP which spans 30 years to comply with the upcoming requirements of the Unit Titles Act and that the Committee/Chairperson is to instruct Strata to accept the proposal they deem most appropriate.

However no instruction to proceed with the quote was received by the Committee, in light of the Freehold being in progress.

14 LONG TERM MAINTENANCE FUND (LTMF)

Explanation of Section 117 of the Act pertaining to a LTMF.

To consider resolving by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

15 HEALTH & SAFETY AT WORK ACT 2015

To consider resolving: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

16 BUDGET AND LEVIES

To review the proposed budget (*attached*) for the Body Corporate for the forthcoming financial year.

To consider resolving:

(i) That the Body Corporate adopts an **operating account budget of \$808,243.54** for the period 1 July 2024 to 30 June 2025 and sets the levies to be due in four equal instalments on 1 July 2024, 1 October 2024, 1 January 2025 and 1 April 2025.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

17 DEBT RECOVERY REGIME

To consider resolving: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of \$126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the \$126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

18 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

To consider resolving by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

19 COMMUNICATION

To consider resolving: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

20 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

To consider resolving: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

21 GENERAL BUSINESS

Please note that no "new" items of business may be tabled for voting on at the AGM that are not already set out on the AGM agenda. Comments may however be tabled for notation in the minutes of the AGM.

22 FREEHOLD UPDATE/LEGAL UPDATE

An update on the Freehold will be spoken to at the meeting.

23 AGM CLOSURE

NOTES:

(a) **Quorum:** For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.

(b) **Voting at the Meeting:** You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.

(c) **Resolutions:** For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.

(d) **Payment of levies:** A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(e) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

(f) **Code of Conduct for body corporate committee members:** The members of a body corporate committee must comply with the code of conduct for committee members as prescribed in the regulations below:

- A member must have a commitment to acquiring an understanding of anything in the Unit Titles Act, including the code of conduct, that is relevant to the member's role on the committee.
- A member must act honestly and fairly in performing the member's duties as a committee member.
- A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized to do so by law.
- A member must act in the best interests of the body corporate in performing the members duties as a committee member, unless it is unlawful to do so.
- A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the members duties as a committee member.
- A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

UNIT TITLES REGULATIONS 2011: please go to the link

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

BODY CORPORATE 90561

PROPERTY AT 'GRETA POINT', 305 EVANS BAY PARADE, HATAITAI, WELLINGTON

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 01 JULY 2023 TO 30 JUNE 2024

INDEX

- 1. Annual Financial Reports**
 - **Statement of Financial Position Report - (Balance Sheet)**
 - **Statement of Financial Performance Report – (P & L)**
 - **Levy Position (Arrears) Report**
- 2. Notes to Annual Financial Reports**
- 3. Audit Certificate - Strata Title Admin. Ltd – Trust Account**

Strata Title Administration Ltd
Dated: 04 July 2024

Statement of Financial Position

As at 30/06/2024

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

	Current period
Owners' funds	
Operating Account	
Operating Surplus/Deficit--Operating	(236,986.70)
Owners Equity--Operating	247,271.67
	<u>10,284.97</u>
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	252,183.41
1 Owners Equity--Contingency	61,003.09
	<u>313,186.50</u>
Net owners' funds	<u><u>\$323,471.47</u></u>
Represented by:	
Assets	
Operating Account	
Cash at Bank--Operating Account	9,659.45
Receivable--Levies--Operating	625.52
	<u>10,284.97</u>
Contingency Fund	
1 Investments--Contingency--Saver	313,186.50
	<u>313,186.50</u>
Unallocated Money	
Cash at Bank--Unallocated	33,644.13
	<u>33,644.13</u>
Total assets	<u>357,115.60</u>
Less liabilities	
Operating Account	
	<u>0.00</u>
Contingency Fund	
	<u>0.00</u>
Unallocated Money	
Prepaid Levies	33,644.13
	<u>33,644.13</u>
Total liabilities	<u>33,644.13</u>
Net assets	<u><u>\$323,471.47</u></u>

Statement of Financial Performance for the financial year to 30/06/2024

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

Operating Account

Current period Annual budget

01/07/2023-30/06/2024 01/07/2023-30/06/2024

Revenue

Levies Due--Operating	700,195.88	700,196.00
Total revenue	700,195.88	700,196.00

Less expenses

Admin--Legal/Professional Fees	0.00	5,000.00
Admin--Management Fees--Standard	36,501.00	36,501.00
Admin--Transfer to Contingency Fund	250,000.00	0.00
Insurance--Office Bearers Liability	2,674.90	2,670.00
Insurance--Premiums	586,771.40	597,725.00
Insurance--Valuation	5,290.00	0.00
Levy / Other Credits	23,610.15	0.00
Maint Bldg--General Maintenance & Disbursements	5,942.11	30,000.00
Maint Grounds--Gardens & Plants	25,336.80	26,000.00
Utility--Electricity (Common Area)	1,056.22	2,300.00
Total expenses	937,182.58	700,196.00

Surplus/Deficit	(236,986.70)	0.00
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Opening balance	247,271.67	247,271.67
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Closing balance	\$10,284.97	\$247,271.67
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Contingency Fund

	Current period 01/07/2023-30/06/2024	Annual budget 01/07/2023-30/06/2024
Revenue		
1 Net Intt. on Investments--Cont.	2,298.32	0.00
1 Transfer from Operating Account	250,000.00	0.00
Total revenue	252,298.32	0.00
Less expenses		
1 Contingency--Bank/Admin. Fee	114.91	0.00
Total expenses	114.91	0.00
Surplus/Deficit	252,183.41	0.00
Opening balance	61,003.09	61,003.09
Closing balance	\$313,186.50	\$61,003.09

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR 01 JULY 2023 TO 30 JUNE 2024

1. STATEMENT OF ACCOUNTING POLICIES

(a) Reporting Entity

These Special Purpose Financial Statements of **BODY CORPORATE 90561**, property at **'GRETA POINT', 305 EVANS BAY PARADE, HATAITAI, WELLINGTON** under s132 of the Unit Titles Act 2010, are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period. Under the Unit Titles Act 2010 the Body Corporate must present Financial Statements each year.

(b) Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used, except for certain items for which specific accounting policies have been identified.

The Financial Statements of the Body Corporate are prepared on a going concern basis.

(c) Specific Accounting Policies Base: The Financial Statements are prepared on a cash basis. The amount shown as Levies Due represents the full amount levied in the period, not the levies paid.

Goods and Services Tax: The Body Corporate is ***GST unregistered*** and the amounts shown in the Financial Statements are ***inclusive*** of GST where applicable.

(d) Taxation

Income from Interest and Dividends are taxable in the Bodies Corporate hands. The correct tax is deducted at source or available by way of Imputation Credits. All interest/dividends are recorded net of tax.

(e) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on basis consistent with those in previous years.

2. NOTES TO THE ACCOUNTS

a) Capital Commitments

The entity has no capital commitments ***as at 30 June 2024***.

b) Levies and Owners' Invoices contained in the Statement of Financial Position

The entity has outstanding levies and no outstanding owners' invoices ***as at 30 June 2024***. (*please see attached Levy Position Arrears Report*).

All outstanding levies, late charges, their fees, and any other charges from the owners are being collected.

c) Outstanding Accounts contained in the Statement of Financial Position

The entity has no outstanding accounts ***as at 30 June 2024***.

f) **Variances in Accounts contained in the Statement of Financial Performance**

Operating Account - Expenses

- **Admin--Transfer to Contingency Fund** related to a transfer to the Contingency Fund Saver Account.
- **Insurance--Valuation** was not budgeted however it is paid in advance for the forthcoming financial year to get insurance premium quotations ahead of the AGM.
- **Levy / Other Credits** was not budgeted and related to a refund to the owner of Units 7-9 for their share of the Body Corporate insurance premium. These units are insured separately, with the insurance portion of the budget levied to the owner having been refunded.

Contingency Fund - Revenue

- **1 Transfer from Operating Account** related to a transfer from the Operating Account to the Contingency Fund Saver Account.

Body Corporate 90561
Property at: Greta Point, 305 Evans Parade, Hataitai, Wellington

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

Name	Unit #	Conflict of Interest	Date Lodged

Definition of a matter of interest:

- May derive a financial benefit from the matter; or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

INDEPENDENT ASSURANCE REPORT

To the Directors of Strata Title Administration Limited

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the two months ended 31 May 2024.

Conclusion

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for two months ended 31 May 2024

- The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;
- Receipts and payments are correctly accounted for;
- Appropriation of the funds is properly authorised.

Basis for Conclusion

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Strata Title Administration Limited's Responsibilities

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Our Independence and Quality Control

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that

Strata Title Administration Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to MRI software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we: Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

Use of Report

This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

A stylized, handwritten-style signature of the word "Forbes" in a dark grey or black ink.

Forbes Audit and Accounting Limited
17 July 2024
Auckland

AGREEMENT dated the of 2024

PARTIES: BODY CORPORATE NO 90561 (The Body Corporate)

AND

STRATA TITLE ADMINISTRATION LIMITED (Strata)

BACKGROUND:

- A. The Body Corporate has appointed Strata, as the Body Corporate Manager, to provide Body Corporate management and secretarial services.
- B. The parties have agreed the terms of that appointment and record them in this agreement.

1. APPOINTMENT

The Body Corporate appoints Strata to provide the services set out in the First and Second Schedules and has appointed Strata as its agent for those purposes and Strata agrees to such appointment.

2. SERVICE FEE

The service fee for this contract is payment by the Body Corporate of \$38,143.54, per annum, aligned to the financial year of the Body Corporate, plus disbursements which sums may be changed by resolution at a general meeting of the Body Corporate. The service fee represents remuneration for performance by Strata of the services set out in the First Schedule and does not include the additional services set out in the Second Schedule which will be charged for on a time and attendance basis plus disbursements. The service fee is inclusive of Strata's attendance at four (4) Committee Meetings.

3. TERM

Initially 2 years commencing on 1 July 2024 and ending on 1 July 2026 and if written notice of termination is not given within the 30 day period prior to the date on which this agreement ends the agreement will continue in perpetuity for further periods of two (2) years on the same terms and conditions.

4. BREACH BY STRATA

If Strata is in breach of any of its obligations hereunder the Body Corporate by its agent the Committee or the Chairperson shall give Strata written notice of the breach and if such breach continues for four weeks after receiving written notice specifying such breach then, but not otherwise, this agreement may be terminated by the Body Corporate by giving two months' written notice to that effect to Strata.

5. RETURN OF RECORDS AND FUNDS ON TERMINATION

In the event of a termination, all records, funds and other things of or relating to the Body Corporate shall be returned by the manager in compliance with the requirements of Strata Communities Association of New Zealand and no later than 30 days following such termination.

6. TAX AGENT

The Body Corporate authorises Strata to appoint a tax agent on its behalf. The tax agent will have access to the Body Corporate's tax types and be able to liaise with the Inland Revenue Department and obtain information from the Inland Revenue Department on the Body Corporate's behalf.

7. CODE OF CONDUCT

Strata will comply with the managers' code of conduct set out in the Unit Titles Regulations 2011. The parties acknowledge that Strata may receive a commission related to work in the placement of insurance by the Body Corporate from time to time.

8. REPORTING REQUIREMENTS

Strata shall report annually in detail as required from time to time by the Body Corporate committee on the performance of its functions and duties under this agreement.

9. REVIEWS

The parties may require reviews of Strata's performance annually measuring the provision of its services against the requirements for notice and conduct of general meetings of the Body Corporate set out in the Unit Titles Act 2010.

EXECUTION

Signed by Body Corporate 90561
by its duly authorised agent

_____ as Chairperson of the Body Corporate

Witness:

_____ as a Committee Member of the Body
Corporate

Signed on behalf of Strata
Title Administration Limited

_____ as a Director of Strata

FIRST SCHEDULE: SERVICES

Strata shall provide the following services;

- (a) Maintaining a register of unit owners;
- (b) Preparing the agenda for each Annual General Meeting;
- (c) Assisting the Chairperson in the convening and chairing of each Annual General Meeting and, if agreed at the start of the Annual General Meeting, chairing that meeting;
- (d) Recording resolutions voted on and whether they were passed at any Annual General Meeting;
- (e) Preparing the Minutes of each Annual General Meeting;
- (f) Keeping financial accounts and records and assisting the Body Corporate to comply with either section 132(2) or 132(8) of the Act by submitting the Body Corporate's financial statements to an auditor or to an accountant;
- (g) Preparation of the annual operating budget to be reviewed and accepted by the Body Corporate at its Annual General Meeting or as alternatively directed by the Chairperson/Committee/Body Corporate.
- (h) Issuance and collection of annual levies from unit owners. To be administered in accordance with debt collection arrangements agreed with the Body Corporate which will usually be via a resolution at a general meeting. This includes annual levies paid in quarterly instalments.
- (i) Receiving reports from the Body Corporate Committee and distributing them to unit owners;
- (j) Signing documents as directed to do so by the Body Corporate or its Committee or its Chairperson;
- (k) Dealing with any insurer providing insurance for the Body Corporate, including engaging a valuer and assisting with enquiries to or from the relevant insurance broker including without limitation receiving quotes for insurance and assisting with insurance claims;
- (l) Appointing on behalf of the Body Corporate an agent pursuant to section 171 of the Act, and notifying the Tenancy Tribunal of the appointment of any such agent;
- (m) Appointing and engaging any solicitors on behalf of the Body Corporate, including in accordance with any direction by the Body Corporate or its Committee or its Chairperson, to enforcing collection of any funds due from any debtor by virtue of any money order or any other issue either within or outside of the jurisdiction of the Tenancy Tribunal;
- (n) Undertaking all dealings on behalf of the Body Corporate with any Building Manager (if any) and in relation to any management agreement pursuant to the directions of the Body Corporate or its Committee or its Chairperson;
- (o) Paying all accounts of the body corporate as they fall due;
- (p) Operating bank accounts on behalf of the Body Corporate within Strata's audited Trust Account held with the ASB Bank, (which shall always enable the body corporate's funds to be able to be identified and verified), subject to any terms or directions given by the Body Corporate or its Committee or its Chairperson.

SECOND SCHEDULE: ADDITIONAL SERVICES

Upon written request from the Body Corporate or its Committee or its Chairperson, Strata will undertake the following additional services and charge on a time and attendance basis plus disbursements:

- (a) Providing any certificates or information on behalf of the Body Corporate or on behalf of an owner under Part 2 Subpart 14 of the Act;
- (b) Attendance on any solicitors or other agents appointed to act for the Body Corporate either under section 171 of the Act or in any other Court or Tribunal;
- (c) Convening and attending any meetings additional to an Annual General Meeting in terms of paragraphs (b), (c), (d), and (e) of the First Schedule herein;
- (d) Convening and attending any committee meetings for the Body Corporate;
- (e) Preparing and issuing notices of resolutions to be passed without a general meeting;
- (f) Notifying unit owners of the result of any vote on a resolution to be cast without a general meeting;
- (g) Issuance and collection of levy instalments in excess of those provided for as a First Schedule service, collected in accordance with debt collection arrangements agreed with the Body Corporate via a resolution at a general meeting or on instructions from the committee.
- (h) Keeping any investment bank account, wage, income tax, GST or records of any employees or contractors of the Body Corporate, and completion and submission of any returns to Inland Revenue in respect thereof;
- (i) Attendance on an auditor or accountant of the Body Corporate and provision of accounts and lodgement of prescribed reports and statements where applicable;
- (j) On-charging to the owners or occupants of a unit, as the case may be, the cost of utilities such as electricity, water and gas used by the occupants of the unit on the proviso that the usage is metered. Strata shall be entitled to include a reasonable fee in the on-charged invoice to cover the additional administrative work involved in invoicing and collecting the charges;
- (k) Subject to the terms of any Building Manager's contract or written directions from the Body Corporate or its Committee or its Chairperson, dealing with any consulting engineer or other professional for purposes relating to a building warrant of fitness, the Health and Safety Plan, the long term maintenance plan or other maintenance matters relating to the Body Corporate;
- (l) All and any other services where directed by the Body Corporate or its Committee or its Chairperson relating to the administration of the Body Corporate or its common property or infrastructure outside of those matters referred to above and in the First Schedule.
- (m) Retaining and storing such records as it has to facilitate the provision of the certificates referred to in (a) above.

Proposed Budget to apply from 01/07/2024

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai
Wellington

Operating Account			
	Proposed budget	Actual 01/07/2023-30/06/2024	Previous budget
Revenue			
Levies Due--Operating	808,243.54	700,195.88	700,196.00
Total revenue	808,243.54	700,195.88	700,196.00
Less expenses			
Admin--Legal/Professional Fees	5,000.00	0.00	5,000.00
Admin--Management Fees--Standard	38,143.54	36,501.00	36,501.00
Admin--Transfer to Contingency Fund	0.00	250,000.00	0.00
Insurance--Office Bearers Liability	2,675.00	2,674.90	2,670.00
Insurance--Premiums	704,125.00	586,771.40	597,725.00
Insurance--Valuation	0.00	5,290.00	0.00
Levy / Other Credits	0.00	23,610.15	0.00
Maint Bldg--General Maintenance & Disbursements	30,000.00	5,942.11	30,000.00
Maint Grounds--Gardens & Plants	26,000.00	25,336.80	26,000.00
Utility--Electricity (Common Area)	2,300.00	1,056.22	2,300.00
Total expenses	808,243.54	937,182.58	700,196.00
Surplus/Deficit	0.00	(236,986.70)	0.00
Opening balance	10,284.97	247,271.67	247,271.67
Closing balance	\$10,284.97	\$10,284.97	\$247,271.67
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	\$80.82		\$70.02

Contingency Fund

Proposed
budget

01/07/2023-30/06/2024

Actual

Previous
budget

Revenue

1 Net Intt. on Investments--Cont.

0.00

2,298.32

0.00

1 Transfer from Operating Account

0.00

250,000.00

0.00

Total revenue

0.00

252,298.32

0.00

Less expenses

1 Contingency--Bank/Admin. Fee

0.00

114.91

0.00

Total expenses

0.00

114.91

0.00

Surplus/Deficit

0.00

252,183.41

0.00

Opening balance

313,186.50

61,003.09

61,003.09

Closing balance

\$313,186.50

\$313,186.50

\$61,003.09

Total units of entitlement

10000

10000

Levy contribution per unit entitlement

\$0.00

\$0.00

POSTAL VOTING FORM

Form 12

(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Tracey Cole

EMAIL ADDRESS: traceycole@stratatitle.co.nz

BODY CORPORATE: 90561

PROPERTY AT: 305 Evans Bay Parade, Hataitai, Wellington

Instructions

You are entitled to vote at the Body Corporate AGM 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 by ticking one of the 3 right hand columns of the table.

I/We,

being the owner(s) of Unit(s)

intend to cast the following postal

vote at the meeting of Body Corporate Number 90561 to be held at **6:00pm on Thursday, 8 August 2024.**

Important: this completed Postal Voting form needs to be returned via email to bc@stratatitle.co.nz, or via post to PO Box 3187, Auckland 1140, to be received by Strata Title Administration no later than 5:00pm on Wednesday, 7 August 2024.

		Vote For	Vote Against	Abstain
Item	See agenda for wording of resolution	Please tick one of the boxes to vote.		
1	Appoint a Chairperson of the Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Accept Apologies, Proxies, Postal & Pre-Meeting Electronic Votes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Financials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Report from the Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Chairperson Nominee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Eyal Aharoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6(i)	Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Robyn Snelgrove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Christine Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Eyal Aharoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ms Julie Gubb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6(ii)	Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Delegating powers & duties to Committee (Section 108)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Office Bearer's Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Renewal of Insurance policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance Excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Service Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Common Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Vote For	Vote Against	Abstain
Item	See agenda for wording of resolution	Please tick one of the boxes to vote.		
13(i)	Review Long Term Maintenance Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13(ii)	Arrange required Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Long Term Maintenance Fund*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Health & Safety – Hazard Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16(i)	Budget adopted and levy due date set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16(ii)	Strata to pay standard/regular accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Debt Collection regime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Audit*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Minutes to be a record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Special Resolution required whilst all others require Ordinary Resolutions to pass

Date:

Signature/s of eligible voter/s

If the unit is owned by more than 1 person, every owner must sign the form.

Notes

- 1 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.
- 2 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.
- 3 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. If a general meeting is adjourned, an electronic vote relating to the meeting remains valid for the purpose of the reconvened meeting, unless the voter who cast the vote attends the reconvened meeting in person or by proxy.
- 4 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.
- 5 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.
- 6 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.



**Strata Title
Administration Ltd**

bc@stratatitle.co.nz

www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

PROXY APPOINTMENT FORM

Form 11: Section 102(3), Unit Titles Act 2010

TO MANAGER: Tracey Cole
EMAIL ADDRESS: traceycole@stratatitle.co.nz
BODY CORPORATE: 90561
PROPERTY AT: 305 Evans Bay Parade, Hataitai, Wellington

PROXY APPOINTMENT

I/We,
being the owner(s) of Unit(s) and therefore an eligible voter within the meaning of section 96(1)
of the Unit Titles Act 2010, appoint:
as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at:
6:00 pm on Thursday, 8 August 2024.

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

Date

Signature/s of eligible voter/s

(If the unit is owned by more than 1 person, every owner must sign the form).

**Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by
5.00 pm on Wednesday, 7 August 2024.**

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 texts of motions are 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) The chairperson is not required to ensure that the proxy follows the direction of the eligible voter that is set out in the proxy appointment form.
- 6) If the unit is owned by more than 1 person, every owner must sign the form.
- 7) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.

	AGENDA ITEMS Summary of Motions	TYPE OF RESOLUTION	DIRECTION ON RESOLUTION (i.e. how does the eligible voter want to vote on the resolution)
1	Appoint a Chairperson of the Meeting	<i>Ordinary Resolution</i>	
2	Accept Apologies, Proxies and Postal Votes	<i>Ordinary Resolution</i>	
3	Financials	<i>Ordinary Resolution</i>	
4	Report from the Committee	<i>Ordinary Resolution</i>	
5	Chairperson Nominee	<i>Ordinary Resolution</i>	
	Mr Eyal Aharoni		
6(i)	Committee	<i>Ordinary Resolution</i>	
	Robyn Snelgrove		
	Christine Jones		
	Mr Eyal Aharoni		
	Ms Julie Gubb		
6(ii)	Conflict of Interest Register	<i>Ordinary Resolution</i>	
7	Delegating powers & duties to Committee (Section 108)*	<i>Special Resolution</i>	
8	Office Bearer's Liability Insurance	<i>Ordinary Resolution</i>	
9	Renewal of Insurance policy	<i>Ordinary Resolution</i>	
10	Insurance Excess	<i>Ordinary Resolution</i>	
11	Service Contract	<i>Ordinary Resolution</i>	
12	Common Maintenance	<i>Ordinary Resolution</i>	
13(i)	Review Long Term Maintenance Plan	<i>Ordinary Resolution</i>	
13(ii)	Arrange required Maintenance	<i>Ordinary Resolution</i>	
14	Long Term Maintenance Fund*	<i>Special Resolution</i>	
15	Health & Safety – Hazard Register	<i>Ordinary Resolution</i>	
16(i)	Budget adopted and levy due date set	<i>Ordinary Resolution</i>	
16(ii)	Strata to pay standard/regular accounts	<i>Ordinary Resolution</i>	
17	Debt Collection regime	<i>Ordinary Resolution</i>	
18	Audit*	<i>Special Resolution</i>	
19	Communication	<i>Ordinary Resolution</i>	
20	Minutes to be a record	<i>Ordinary Resolution</i>	

Note: This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting, please complete the Postal Voting Form or vote using the link in the owner's portal.

28 August 2023

Dear Owner

**Re: Body Corporate 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington
Annual General Meeting held on Thursday, 10 August 2023**

Please find enclosed the minutes and following attachments relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 July 2023 to 30 June 2024.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply. Levy reminders are sent 2 weeks prior to payment.

Yours sincerely,



Tracey Cole
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at The Naumi Hotel, 213-223 Cuba Street, Te Aro, Wellington, on Thursday, 10 August 2023 commencing at 6:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Name Representative
1	100	Yes	Mr K & Mrs R Snelgrove R Snelgrove
2	2	Yes	J & E Ltd R Snelgrove
3	3	Apology	Mr B Smith & Ms E Snelgrove Proxy: R Snelgrove
6	6	Yes	Never B Ltd Ondrea via Teams
7	7	Yes	Mr R Aharoni & Ms A Muollo E Aharoni
8	8	Yes	Mr R Aharoni & Ms A Muollo E Aharoni
9	9	Yes	Mr R Aharoni & Ms A Muollo E Aharoni
10	10	Yes	Mr D Skerrett & Ms L Cunningham
11	11	Apology	Mr G & Mrs C Jones Proxy: R Snelgrove
12	12	Apology	Mr C & Mrs K Seagar
13	13	Yes	Mr D & Mrs A Jeeves
14	14	Yes	Mr P Adams & Mrs M Dovi-Adams P Adams via Teams
15	15	Yes	Mr L & Mrs J Gubb J Chubb
16	16	Yes	Messrs J, T & Ms J Baker J Baker
18	18	Yes	Mr L & Mrs J Gubb J Chubb
19	19	Yes	Mr L, Mrs J Gubb & Mr D Langley J Chubb
24	24	Yes	Stella Mare Evans Ltd
26	26	Apology	Sullivan, Warren
29	29	Yes	Zhongya Ltd
32	32	Apology	Aharoni, Guy Proxy: E Aharoni
36	36	Yes	He Ju Trustee Ltd Charlie via Teams
37	37	Yes	G Brown, P Butters & C Edwards C Edwards
38	38	Apology	Mr P & Mrs S Proctor
41	41	Apology	Livas, Theodora Postal vote received
43	43	Apology	R & J Property Investments Ltd Proxy: E Aharoni
45	45	Yes	Patel, Anil
46	46	Apology	Salama, Usama Proxy: E Aharoni
49	49	Yes	J&J Corporate Trustee Ltd
50	50	Yes	Messrs A Laing & D Leong Andrew Laing via Teams
51	51	Yes	J & J Corporate Trustee Ltd
52	52	Yes	Mr K Baines & Ms E Renata
53	53	Yes	B, K & V Hira
55	55	Yes	Debney, John
58	58	Apology	R & J Property Investments Ltd Proxy: E Aharoni

60	60	Apology	R & J Property Investments Ltd Proxy: E Aharoni
63	63	Apology	Mr R Yee & Ms J Soffe Postal vote received
66	66	Apology	Aro Valley Properties Ltd
69	69	Apology	R & J Property Investments Ltd Proxy: E Aharoni
70	70	Apology	D, I & Z Sajdl Proxy: E Aharoni
71	71	Apology	Laughton, Russell Postal vote received
73	73	Apology	R & J Property Investments Ltd Proxy: E Aharoni
74	74	Yes	Treadwell, Nicola
75	75	Yes	Mr G & Mrs L Cherian
78	78	Apology	Mr J & Mrs A Han Postal vote received
80	80	Apology	Muollo, Antonino Proxy: E Aharoni
81	81	Apology	R & J Property Investments Ltd Proxy: E Aharoni
82	82	Yes	Black Patch Ltd
83	83	Apology	Mr T & Mrs A O'Connor Postal vote received
85	85	Apology	R & J Property Investments Ltd Proxy: E Aharoni
86	86	Apology	R & J Property Investments Ltd Proxy: E Aharoni
87	87	Yes	Mr G & Mrs L Cherian
88	88	Yes	Hood, Julie via Teams
89	89	Apology	Brooker, Jane
90	90	Yes	Messrs S Guy & W Angus S Guy via Teams
92	92	Apology	Mr P & Mrs J Wong Proxy: E Aharoni

OTHERS PRESENT: Tracey Cole representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Tracey Cole a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 CONFLICT OF INTEREST REGISTER

In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (attached).

Resolved: That the Interests register is received.

4 FINANCIAL STATEMENTS

Discussion of the attached financial report.

Resolved: That the Body Corporate approves the financial report for the period 1/07/2022 to 30/06/2023.

5 REPORT FROM THE COMMITTEE

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee.

Resolved: That the Committee's report is adopted.

6 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Eyal Aharoni as the Chairperson of the Body Corporate and Committee, as nominated by Robyn Snelgrove.

7 COMMITTEE

Resolved: That the Body Corporate elects a committee of **FIVE** members, which shall have a quorum of **FOUR** members, comprising:

R Snelgrove, unit 1,2,3
E Aharoni, unit 7,8,9,32
C Jones, unit 11
J Gubb, unit 15
N Treadwell, unit 74

8 DELEGATION OF DUTIES

Resolved by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

9 OFFICE BEARERS LIABILITY (OBL) INSURANCE

To acknowledge the liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity.

Resolved: That the Body Corporate accepts the quote for OBL cover, to cover both indemnity and defence costs, when available, for the period 30 October 2023 to 30 October 2024.

10 BODY CORPORATE REINSTATEMENT INSURANCE

Discussion of the Body Corporate's reinstatement insurance and valuation requirements.

Resolved: That the Body Corporate insures for principal cover at the quoted premium, when available, for the period 30/10/2023 to 30/10/2024 and that Strata is to arrange the annual reinstatement valuation every second year and pay the cost as per the budget; and that for the alternate years when a valuation is not obtained the sum insured is to be the figure from the previous year's valuation increased by a further 5% to allow for inflation.

11 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

12 COMMON MAINTENANCE MATTERS

Resolved: That the Body Corporate's Chairperson/Committee/Building Manager is to agree and approve the maintenance required over the forthcoming year.

As raised by the Committee for discussion;

- Carparking, removal of the Pétanque area for additional parking:

Nici Treadwell spoke to the committees suggestion of converting the court into parking, pointing out that the area is currently run-down and in need of maintenance. The addition of the cycleway on Evans Bay Parade will reduce the number of parks available on the main road, placing further pressure on carparking in the complex. Feedback from owners was sought on the suggestion, with one owner objecting outright to the idea. In the past the pétanque court was not able to be removed without council consent, it is not clear if this is still the case.

After much discussion it was agreed that the Committee should investigate alternative solutions to the parking problem, owners are encouraged to assist by emailing Strata with any suggestions they have for the Committee to also take on board. The Committee will in time circulate their recommendation to all owners.

13 LONG TERM MAINTENANCE PLAN (LTMP)

Discussed the Body Corporate's obligation to have a LTMP and review it at least every three years.

The Body Corporate has a LTMP drafted by Workshop Quantity Surveyors Ltd in 2017 which is reviewed by the Committee and Building Manager each year to plan annual maintenance and set the proposed contingency fund budget to fund the LTMP.

Resolved:

(i) That the Committee and Building Manager are to continue to review the Body Corporate's LTMP drafted by Workshop Quantity Surveyors Ltd in 2017 on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee and Building Manager are to continue to arrange the required maintenance set out in the plan as and when required.

In addition to the above LTMP arrangements, the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 ("Amendment Act") is creating a new requirement on large bodies corporate (10 units or more) to have a LTMP which will *"provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30"*.

Resolved:

(iii) That the Body Corporate instructs Strata to obtain quotations for the provision of a new LTMP which spans 30 years to comply with the upcoming requirements of the Unit Titles Act and that the Committee/Chairperson is to instruct Strata to accept the proposal they deem most appropriate.

One owner voted against.

The company supplying the quote will be advised that the exterior maintenance of the building varies across the complex, and a split of the common areas versus the buildings will be required in the plan.

14 LONG TERM MAINTENANCE FUND (LTMF)

Explanation of Section 117 of the Act pertaining to a LTMF.

Resolved by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

15 HEALTH & SAFETY AT WORK ACT 2015

Resolved: That the Body Corporate instructs the Committee/Building Manager to monitor, review and update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

16 BUDGET AND LEVIES

Resolved:

(i) That the Body Corporate adopts a **working account budget** of **\$700,196 [was \$617,140.36]** for the period 1 July 2023 to 30 June 2024 and sets the levy due dates in **four quarterly instalments payable 1 July 2023, 1 October 2023, 1 January 2024 and 1 April 2024.**

The proposed 13% budget increase is due to the 15% insurance line item increase.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee/Building Manager.

17 DEBT RECOVERY REGIME

Resolved: That the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM's detailing the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.bodycorporate.co.nz).

18 **AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS**

Explanation of section 132(8) of the Act.

Resolved by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

19 **COMMUNICATION**

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

20 **MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING**

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

21 **GENERAL BUSINESS**

Roger Hayman spoke to his proposed resolution. The subsequent discussion focused on the legal opinions and advice already provided and circulated, and whether it was necessary for members to acquire and pay for further legal advice.

Not Resolved: the proposal from Mr R Hayman. That the Body Corporate Committee be instructed to purchase for up to \$7,000 including GST an opinion from Alan Henwood of Stephens Lawyers of Wellington (or another suitable independent lawyer) on whether the proposed conversion of the present 100% Unit Title Act (UTA) development at Greta Point into a mix of freehold and UTA units is permitted at law, whether under the purpose section 2 of the UTA or any other relevant law and irrespective of any disadvantage the units that wish to remain under the UTA might suffer through the proposed conversion.

A majority vote against was recorded

Nine members voted in favour, five postal votes received and four owners present.

22 **AGM CLOSURE**

Freeholding Update: The following update was supplied by Eyal Aharoni.

The survey work has been completed for some time. I was disappointed from the slowness of the legal work at Morrison Kent. We are now getting proposals from Duncan Cotterill. Greenwood Roche were approached but are unable to assist. The costs have increased and will be more than first expected, unknown at this time.

Mr Aharoni added that when costs become known, he will circulate them to those who signed up for freeholding, who will then be able to decide on that basis whether or not they wish to proceed.

Jeremy Baker was thanked for his work as Chair.

There being no further discussion, everyone was thanked for their attendance and the meeting closed at 6:53pm.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

[<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>](http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html)

UNIT TITLES REGULATIONS 2011: please go to the link

[<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Approved Budget to apply from 01/07/2023

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai,
Wellington

Working Account

Approved
budget

Revenue

Levies Due--Admin	700,196.00
Total revenue	700,196.00

Less expenses

Admin--Legal/Professional Fees	5,000.00
Admin--Management Fees--Standard	36,501.00
Insurance--Office Bearers Liability	2,670.00
Insurance--Premiums	597,725.00
Maint Bldg--General Maintenance & Disbursements	30,000.00
Maint Grounds--Gardens & Plants	26,000.00
Utility--Electricity (Common Area)	2,300.00
Total expenses	700,196.00

Surplus/Deficit	0.00
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Opening balance	247,271.67
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Closing balance	\$247,271.67
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Total units of entitlement	10000
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Levy contribution per unit entitlement	\$70.02
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30 September 2021

Dear Owner

**Re: Body Corporate 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington
Annual General Meeting held on Wednesday, 22 September 2021**

Please find enclosed the minutes and following attachment relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1/07/2021 to 30/06/2022.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website.

Yours sincerely,



Cameron Stuart
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 90561
Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at The All Saints Church, 90 Hamilton Road, Hataitai, Wellington on Wednesday, 22 September 2021 commencing at 5:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Mr K & Mrs R Snelgrove Mr K & Mr R Snelgrove
2	2	Yes	J & E Ltd Mr K & Mr R Snelgrove
3	3	Yes	J & E Ltd Mr K & Mr R Snelgrove
5	5	Apology	Allan, Kim Postal Vote Received
7	7	Yes	Mr R Aharoni & Ms A Muollo Ms A Muollo
8	8	Yes	Mr R Aharoni & Ms A Muollo Ms A Muollo
9	9	Yes	Mr R Aharoni & Ms A Muollo Ms A Muollo
11	11	Yes	Mr G & Mrs C Jones
12	12	Yes	Mr C & Mrs K Seagar
13	13	Apology	Mr D & Mrs A Jeeves Proxy Mrs C Jones
14	14	Apology	Mr P Adams & Mrs M Dovi-Adams Postal Vote Received
15	15	Yes	Mr L & Mrs J Gubb Mrs J Gubb
16	16	Yes	Messrs J, T & Ms J Baker Mr J Baker
17	17	Yes	Mr D & Mrs C Maclaren Mr D Maclaren via Teams
18	18	Yes	Mr L & Mrs J Gubb Mrs J Gubb
19	19	Yes	Mr L, Mrs J Gubb & Mr D Langley Mrs J Gubb
20	20	Yes	I, LT & TF Chan Mr I Chan via Teams
22	22	Yes	Mr F & Mrs J Wall Mr F Wall
23	23	Yes	Messrs S Moran & T Harris Mr T Harris
24	24	Yes	Stella Mare Evans Ltd
27	27	Yes	D & K Naik Mr D Naik
29	29	Apology	Mr C Atkins & Ms I De Jong Postal Vote Received
34	34	Yes	Fleming, Fraser
36	36	Yes	Wang, Charlie via Teams
37	37	Apology	G Brown, P Butters & C Edwards Postal Vote Received
38	38	Yes	Mr P & Mrs S Proctor
39	39	Yes	Mr A Scanlon & Ms L Sula Mr A Scanlon via Teams
41	41	Apology	Livas, Theodora Postal Vote Received
44	44	Yes	Mr T & Mrs Y Subrayadoo Mrs Y Subrayadoo via Teams

46	46	Yes	Salama, Usama via Teams
48	48	Yes	Mr E & Mrs D Watson
50	50	Yes	Messrs A Laing & D Leong A Liang via Teams
51	51	Yes	J & J Corporate Trustee Ltd
53	53	Yes	B, K & V Hira V & K Hira via Teams
55	55	Yes	Debney, John
56	56	Apology	Clayton, Judith Postal Vote Received
60	60	Yes	Mr B & Mrs N Turia Mrs N Turia
61	61	Yes	Mr E & Mrs D Watson
63	63	Yes	Mr R Yee & Ms J Soffe Mr R Yee via Teams
65	65	Yes	Mr K Keaton & Ms N Prema Mr K Keaton via Teams
66	66	Yes	Aro Valley Properties Ltd E Kennedy
67	67	Apology	Mr R & Mrs J Wason Proxy Mr J Baker
68	68	Yes	Mr B & Mrs N Turia Mrs N Turia
70	70	Yes	D, I & Z Sajdl Mr D Sajdl
71	71	Apology	Laughton, Russell Postal Vote Received
73	73	Yes	Mr B & Mrs N Turia Mrs N Turia
74	74	Yes	Treadwell, Nicola
79	79	Yes	C, L & SW Leong
80	80	Yes	Muollo, Antonino
81	81	Yes	Mr B & Mrs N Turia Mrs N Turia
82	82	Yes	Black Patch Ltd Mr R Hayman
83	83	Apology	Mr T & Mrs A O'Connor Proxy Mrs C Jones
85	85	Yes	Mr B & Mrs N Turia Mrs N Turia
86	86	Apology	Mr C Atkins & Ms I De Jong Postal Vote Received
88	88	Yes	Hood, Julie Ms J Hood & Ms A Wilkins via Teams
89	89	Yes	Brooker, Jane
91	91	Apology	GBC Properties Ltd Proxy Mr J Baker

OTHERS PRESENT: Cameron Stuart representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: The Body Corporate Chairperson Mr Jeremy Baker is to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Mr J Baker & Mr F Wall spoke to the meeting, salient points included:

- Strata was thanked for their work surrounding the LTMF payout to owners and open financial reporting to the committee.
- There will be a small amount of funds left over in the LTMF, once the last four owners have been paid, due to interest accrued. The committee will decide how this interest is to be used.

Resolved: That the Body Corporate approves the financial report for the period 1/07/2020 to 30/06/2021.

4 REPORT FROM THE COMMITTEE

Mr J Barker spoke to the report, salient points included:

- The Committee was thanked for all of their hard work throughout the year, especially Mrs C Jones after doing excellent work assisting with finance and garden related issues. Mr F Wall was thanked for the fantastic work regarding the facilities management role.
- Strata Title were thanked for their help throughout the year, especially in regard to the repayment of the LTM funds.
- A number of blocks of units have successfully begun the process of block-by-block remediation.
- The majority of owners have received their LTMF payout, only four owners are yet to receive their funds.
- Considerable work has been done by the consultants Spencer Holmes on the Freeholding option. The freeholding has been approved by the council and is now being finalised by the lawyers. As soon as the body corporate has authorisation to proceed, a meeting will be organised to bring everyone up to speed and enable owners to ask questions about the next steps.

Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints **Mr J Baker** as the Chairperson of the Body Corporate.

Owners thanked Mr J Baker for all of his hard work and the fantastic job he does as body corporate Chair.

6 COMMITTEE

Resolved: That the Body Corporate elects a committee of NINE members, which shall have a quorum of FIVE members, comprising:

Mrs R Snelgrove: unit 1
Mr E Aharoni: unit 7
Mrs C Jones: unit 11
Mrs J Gubb: unit 15
Mr J Baker: unit 16
Mr G Langley: unit 19
Mr F Wall: unit 22
Mrs I Sajdl: unit 70
Mr R Hayman: unit 82

7 DELEGATION OF DUTIES

Resolved by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

8 OFFICE BEARERS LIABILITY INSURANCE

Resolved: That the Body Corporate ratifies the cover from AIG for \$2,663.40 for OBL cover of \$1 million, to cover both indemnity and defence costs, for the period 1 April 2021 to 1 April 2022.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate ratifies its insurance with Aon New Zealand at the premium of \$443,061.45 for the period 30/6/2021 to 30/6/2022.

The majority of owners voted in favour.
Units 7, 8, 9 abstained.

Strata was reminded not to charge units 7, 8, 9 for insurance, as previously resolved, as they have their own.

An owner asked how much the insurance excess is, it was noted this is variable depending on the claim, Strata will send the insurance renewal documents to all owners. This information is also available via the owners portal.

10 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

11 BODY CORPORATE RULES

Resolved:

That the Body Corporate resolves by ordinary resolution that in accordance with section 106 of the Unit Titles Act 2010 the following operational rules shall be adopted by the Body Corporate and be lodged with Land Information New Zealand for registration on the Supplementary Record Sheet:

(i) Safety - tripping hazards

1.2 Owners to keep the area outside your owned or rented property swept, tidy and free of loose stones, and when charging Electric Vehicles the charging cable is kept within your own property.

(ii) Remediation Works

4.4 Owners are asked that when carrying out any remediation works, that their contractors have regard to:

- hours of work
- construction noise
- on-site music
- timely rubbish removal & housekeeping, at the end of each day and particularly before weekends

(iii) Bins

9.1 (g) All bins must have their unit number clearly displayed.

9.1 (h) Lidded bins left out for collection must be clipped before collection.

9.1 (i) All bins are to be collected from the curb, once empty, as soon as practical.

(vi) Heat Pumps

6.1 (b) Heat pump installations require the approval of your Body Corporate so that such installations are not "unsightly". This approval will not be unreasonably withheld, and if the following guidelines are followed, should be granted within 2 business days:

- the external heat pump should:
 - not intrude into, nor project over BC property;
 - be fitted to either a back or front wall;
 - be unobtrusive [EG on the roof for 2 story units], and
 - if fitted to an end wall, may require screening
- external ducting should be:
 - kept to a minimum, and
 - horizontal runs eliminated at best, minimised at worst, particularly along walls under gutter-less roofing.

Unauthorised heat pumps and/or ducting will be removed by your body corporate at the owners expense.

NOT RESOLVED

(iv) Visitor Parking

5.2 (b) *A maximum stay of seven nights is permitted in a visitor park. The seven nights need not to be continuous, and need not be in the same visitor parking slot.*

5.2 (c) *Information notes will be placed on vehicles parked in visitor parking, 1 during the nights 3 or 4, another on night 7 of their stay, alerting the owner to these rules and the consequences of breaching them.*

(v) Breaches of these rules

5.4 (a) *will result in vehicles being towed, on the authority of the Body Corporate, without prior notification. Note that towing involves:*

- *costs of some \$400;*
- *a trip out to Lower Hutt to collect your vehicle, and if that is not done in a timely manner additional storage costs.*

The committee is to discuss rules 5.2 (b), 5.(c) and 5.4(a) in more detail and propose any rule changes at the next EGM or AGM.

12 COMMON MAINTENANCE MATTERS

Resolved: That the Body Corporate's Chairperson/Committee is to agree and approve the maintenance required over the forthcoming year.

13 LONG TERM MAINTENANCE PLAN (LTMP)

Resolved:

(i) That the Committee is to review the Body Corporate's LTMP drafted by Workshop Quantity Surveyors Ltd in 2017 and arrange for any changes arising as a result of the review to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is to arrange the required maintenance set out in the plan as and when required.

14 HEALTH & SAFETY AT WORK ACT 2015

The Body Corporate has a health & safety report and hazard register for the complex which the Committee review and update to ensure any hazards noted are removed, minimised or highlighted and any new hazards are noted. Owners are encouraged to ensure they have reviewed the Hazard Register and advise any other relevant parties, including tenants of these hazards where necessary.

The Body Corporate also resolved procedures in relation to the induction of contractors to site and asbestos at its 2019 AGM.

Resolved: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

15 BUDGET AND LEVIES

Resolved:

(i) That the Body Corporate adopts a **working account budget of \$540,073.25** for the period 1 July 2021 to 30 June 2022 and sets the levy due dates as 1 July 2021, 1 October 2021, 1 January 2022 and 1 April 2022.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

16 DEBT RECOVERY REGIME

Resolved: That the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM and the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.bodycorporate.co.nz).

17 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Resolved by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

The majority of owners voted in favour.
Unit 55 voted against.

18 GENERAL BUSINESS

None to be discussed.

19 COMMUNICATION

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, but that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

20 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

21 AGM CLOSURE

Mr J Baker thanked everyone in attendance and declared the meeting closed at 5:39pm.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

[<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>](http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html)

UNIT TITLES REGULATIONS 2011: please go to the link

[<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Approved Budget to apply from 01/07/2021

Body Corporate 90561

"Greta Point", 305 Evans Bay Parade, Hataitai,
Wellington

Working Account

Approved
budget

Revenue

Levies Due--Admin	540,073.25
Total revenue	540,073.25

Less expenses

Admin--Legal/Professional Fees	5,000.00
Admin--Management Fees--Standard	34,385.00
Insurance--Office Bearers Liability	2,663.40
Insurance--Premiums	445,724.85
Maint Bldg--General Maintenance & Disbursements	30,000.00
Maint Grounds--Gardens & Plants	20,000.00
Utility--Electricity (Common Area)	2,300.00
Total expenses	540,073.25

Surplus/Deficit	0.00
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Opening balance	300,564.63
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Closing balance	\$300,564.63
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Total units of entitlement	10000
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Levy contribution per unit entitlement	\$54.01
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**MINUTES OF COMMITTEE MEETING
Body Corporate No 90561**

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE COMMITTEE MEETING of this Body Corporate was held in the Boardroom of Strata Title, iCentre, 50 Manners Street, Wellington on Tuesday, 24 September 2024, commencing at 5:00pm.

PRESENT:

Lot #	Unit #	Attendance	Owners Legal Name Representative at the meeting
1	100	Apology	Ms Robyn Snelgrove
4	4	Yes	Mr Terry Kinloch
7	7	Yes	Mr Eyal Aharoni
11	11	Yes	Ms Christine Jones via Phone
15	15	Yes	Ms Julie Gubb
91	91	Yes	Mr Julius Capilitan via Teams

OTHERS PRESENT: Ms Tracey Cole, Body Corporate Manager.

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Mr Eyal Aharoni welcomed attendees to the meeting as Chairperson and confirmed for Ms Tracey Cole to present the agenda for the meeting.

2 APOLOGIES

Ms Robyn Snelgrove tendered her apology.

Resolved: That the apologies be accepted and the meeting declared quorate.

3 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

There were no conflicts to record.

4 MINUTES OF PREVIOUS MEETING

Confirmed that the minutes of the previous Committee meeting held on **14 May 2024** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

5 CHANGE OF OWNERSHIP

88 N & S Shah - 8 July 2024

83 Jesper Reinink - 18 September 2024

6 INTERIM FINANCIAL REPORT

Ms Cole presented the financial reports for the period 1 July 2024 to 24 September 2024, being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.

Key features of the reports:

The Body Corporate performance against budget was presented.

Operating Account: The reporting period is two and a half months (2.5) of the financial year. Total cash spending shown in the SFP for the operating account (OA) is sitting at 4.04% of budget. This is under budget due to the insurance premium being paid in full on renewal.

The DER sets out the payments for each expense item.

There are no variances to note at this time.

Contingency Fund: no expenditure to date.

Levy Arrears - as reported, noting arrears under \$300 are not subject to the debt collection regime. Lot 45 has been issued a Notice of Impending Legal action.

Insurance:

An additional quote, along with the Aon renewal report, were circulated to the Committee. A further broker was approached but was unable to supply terms in the required time frame.

After discussion the Committee unanimously agreed to accept the quote from Lockton Brokers and to give notice to Aon.

Aon were not able to quote on cover on a block by block basis when the property moves to Freehold.

Once appointed, Lockton will contact NZI, the current insurer for renewal terms, in addition to the alternative quote they presented.

The premium quoted is less than the budgeted allowance, with the Committee having worked hard, sourcing alternative quotes to achieve this outcome for the owners.

Principal premium as presented is \$625,309 vs budget of 645,450
OBL cover is \$4,025 vs the budget of \$2,675

7 HEALTH & SAFETY UPDATE

Committee and/or Building Manager to declare any site hazards that have been observed since the last meeting.

The following items were noted:

- Parking on yellow lines.
- Unit 90 balcony.

8 FREEHOLD UPDATE

Signed documents, as issued to owners in April, continue to be received.

The Chair is addressing the insurance implications, once Freehold is achieved.

On hold currently due to the insurance cover to be confirmed on a block by block basis, as noted under Item 6.

9 GENERAL BUSINESS

- Excessive parking on the visitor's carpark/Residents parking along their units on the road was discussed, with the Committee to first look at signage limiting the parking time. Cameras to monitor usage/ ticketing was suggested. Mr Kinlock will put a proposal together to address a solution for the Committee review. Residents parking along their units on the road.
- Waste bins and rubbish outside the front of the units, this continues to be an issue at the complex, with a reminder to owners/letterbox drop to be undertaken.
- Reporting to replacing blown light bollard bulbs. Ms Chubb advised that Ms Nici Treadwell continues to be advised.
- The dingy will be moved out of the slipway, and the yacht will be listed on Trade Me.

10 NEXT COMMITTEE MEETING & AGM

The quarterly Committee meeting dates are listed below:

- Thursday 7 November 2024
- Thursday 13 February 2025
- Thursday 8 May 2025
- Thursday 10 July 2025 (pre AGM)

Held at the office of Strata Title and via MS Teams @ 5.00pm.

Strata will provide an MS Teams meeting link to all attendees ahead of the meeting.

11 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

Resolved: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

12 MEETING CLOSURE

There being no further business for discussion, the Committee was thanked for their attendance and the meeting closed at 7.20pm.

MINUTES OF COMMITTEE MEETING Body Corporate No 90561

Property at "Greta Point", 305 Evans Bay Parade, Hataitai, Wellington

THE COMMITTEE MEETING of this Body Corporate was held in the Boardroom of Strata Title, Level 1, 50 Manners Street, Wellington on Tuesday, 14 May 2024, commencing at 5:00pm, however the meeting was held via MS Teams only.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	100	Yes	Robyn Snelgrove
7	7	Yes	Eyal Aharoni
11	11	Yes	Christine Jones
15	15	Apology	Julie Gubb
74	74	Yes	Nici Treadwell

OTHERS PRESENT: Tracey Cole, Body Corporate Manager.

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Eyal Aharoni welcomed attendees to the meeting as Chairperson and confirmed for Tracey Cole to present the agenda for the meeting.

2 APOLOGIES/PROXIES

As recorded Julie Gubb - was an apology.

Resolved: That the apologies be accepted and the meeting declared quorate.

3 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

There were no interests to record.

4 MINUTES OF PREVIOUS MEETING

Resolved: to confirm that the minutes of the previous Committee meeting held on **8 February 2024** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

5 CHANGE OF OWNERSHIP

- 25 ICY Holdings - 3 July 2023
- 58 R & J Property Investments Ltd - 3 August 2023
- 42 Simm Ahmed & N Sayed - 25 August 2023
- 91 Central East Dynasty Ltd - 11 December 2023
- 19 Mr L & Mrs J Gubb - 14 February 2024
- 71 Jay Lala - 26 February 2024
- 67 Tahir Nawaz - 6 March 2024
- 89 N & S Shah - 13 March 2024
- 76 D & K Naik - 24 April 2024

6 INTERIM FINANCIAL REPORT

Tracey presented the financial reports for the period 1 July 2023 to 6 May 2024 being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.

Key features of the reports:

The body corporates performance against budget is as presented, noting the deficit to date of \$218,259.20, due to the unbudgeted fund transfer.

Operating Account: The reporting period is **TEN** months of the financial year. Total cash spending shown in the SFP for the working account (WA) is sitting at 131.17% of budget. This is inflated due to the \$250,000 transfer of surplus Operating Account funds to the Contingency Saver to earn interest prior to the annual insurance payment due in October, when the funds will be repaid.

The DER sets out the payments for each expense item.

Spending of note:

- Levy/Other Credits - this cost relates to a refund to the owner of units 7-9 for his share of the body corporate insurance premium. These units are insured separately, with the insurance portion of the budgeted levy having been refunded.

Contingency Fund: no expenditure to date.

Levy Arrears - as reported, with the first debt collection reminder having been issued on the 3rd April for the 1st April 2024 levy. DC2 will be issued to the remaining units in arrears. Arrears under \$300 are not subject to the debt collection regime.

Insurance: An updated valuation has been received and passed to Aon to request terms. Additional quotes may be requested dependent on the outcome of Aon's renewal offer.

7 BUILDING MANAGER'S UPDATE

An update from Nici on the following building issues was received:

- Nici visits the property very regularly.
- A recent water leak was addressed promptly.
- Parking issues continue, with Nici placing Notes on windscreens of the offending vehicles. Owners will be surveyed at the AGM for any possible better solutions to the issue.
- Planting/Rocks, noted that Christine and Nici will follow this action up once the building works have been completed.

8 HEALTH & SAFETY UPDATE

Owners are reminded to adhere to the 10 Kph speed limit in the complex and also when exiting the driveway to do so at a slow pace as the footpath has frequent traffic to be aware of.

Resolved that the committee and/or Building Manager will declare any site hazards that have been observed since the last meeting. None to report.

9 FREEHOLD UPDATE

Strata circulated the Freehold papers to owners in late March, as issued by Jamie Nunns - JB Morrison, to be signed and returned by 30 April 2024.

This has been progressing, with an additional Addendum document sent to owners in April.

At this time 33 owners have returned the documents to Strata, who have been forwarding them to Jamie, along with dealing with various communications back to owners for corrected/additional/missing information.

If not all owners agree to the Freehold, the cost to those participating will increase.

Eyal advised he has been discussing the insurance with Aon, the current broker, with regard to the Freehold and the option to insure block by block. He will continue to look into cover options, sourcing additional quotes from alternate brokers.

10 GENERAL BUSINESS

There was none for discussion

11 NEXT COMMITTEE MEETING & AGM

The next quarterly meeting date is listed as follows, to be held at the office of Strata and via MS Teams.

Strata will provide an MS Teams meeting link to all attendees ahead of the meeting.

- Committee: Thursday 10 July 2024 at 5.00pm (pre AGM)

- **AGM:** Thursday 8th August 2024 @ 6.00pm. Naumi Hotel, Wellington.

12 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

Resolved: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

13 MEETING CLOSURE

There being no further business for discussion with the meeting closed at 4.35pm.

[illegible]



Certificate of Insurance

INSURED

Insured Name: Body Corporate 90561
Policy number: 17 – NEW – BPK
Policy Type: Material Damage – Body Corporate

PERIOD OF INSURANCE

Settlement Date: 18 December 2024
From: 18 December 2024 **to** 1 October 2025 4.00pm

SUMS INSURED

Location: 305 Evans Bay Parade, Hataitai, Wellington

Description	Sum Insured
Body Corporate - Building (Replacement Value)	\$ 79,940,000

Please note: Sum Insured stated above is 100%, NZI are the Co-insurer for 50% of the above stated values.

EXCESS

Standard Perils

\$500	All Perils
\$1,000	Burglary & Theft

Natural Disaster 5% of the Total Sum Insured, with a minimum \$10,000, or Compulsory EQC as per the Natural Hazards Act as applicable

SPECIAL CONDITIONS (IN ADDITION TO STANDARD POLICY WORDING):

NZ7194/2 NZI Cyber Exclusion MDBI Endorsement 01/21 (V2)
NZ7195/2 NZI Communicable Disease Exclusion MDBI Endorsement 01/21 (V2)
NZ7428/1 NZI Sanctions Exclusion 07/23

This certificate provides limited details. The insurance in this certificate is subject to the terms, exceptions, conditions and warranties of the **NZI Material Damage Policy Wording** as modified by the endorsements and clauses noted in the Special Conditions above (if any) and the Policy Schedule. A copy of the Policy Wording is available on request. In the event of inconsistency between this certificate and the Policy Wording and Policy Schedule, the latter two documents will apply.



Paula Brown
Assistant Underwriter - Corporate
Signed for NZI – A business division of IAG New Zealand Limited

Dated: 17 December 2024