

22 April 2025

NOTICE OF ANNUAL GENERAL MEETING

BODY CORPORATE 23531

6 Liverpool Street, Hamilton Central , HAMILTON 3204

MEETING PLACE, DATE & TIME

Quay Body Corporate, 69 Victoria Street, Hamilton

Friday, 09 May 2025 at 10:00 AM

Please refer to body of email for Zoom link

If you are unable to attend the Annual General meeting;

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

Please complete the postal voting form or proxy form attached and return to our office via email to karen.burgess@quaybodycorporate.co.nz or our postal address at PO Box 19093, Hamilton. It is crucial that we have a quorum to be able to pass the resolutions required. Please be advised that Quay Body Corporate is able to act as your proxy on these matters. Please note that if 2 or more persons own one unit jointly, then they must jointly appoint the proxy (who may be one of those persons).

If there is no quorum at the meeting:

- (a) Postal votes may be taken into account, together with those present.
- (b) If a threshold of those entitled to exercise 25% of votes is not present, the meeting will be reconvened on the same day, one week later at the same time and place.
- (c) The reconvened meeting must proceed whether there is a quorum or not.
- (d) Anyone with funds outstanding at the time of AGM (including those on payment plans) cannot be included in the quorum count.

Financial Status

A unit owner may not vote unless all Body Corporate levies and other amounts **(this includes funds outstanding where the owner is on payment plan)**, that are from time to time, payable to the Body Corporate in respect of the unit have been paid. An owner with a mortgage may require the consent of the mortgagee in order to exercise voting rights.

The following documents are attached:

- (a) AGM agenda
- (b) Proxy appointment form;
- (c) Postal voting form;
- (d) A copy of the financial statements for the most recent financial year and proposed budget for the forthcoming year;
- (e) Health and safety, and long term maintenance plan (if due for review)
- (f) Conflict register of the Body Corporate Manager and Committee

Please contact us if you have any queries.

Kind Regards,
Karen Burgess
Body Corporate Manager
karen.burgess@quaybodycorporate.co.nz

Agenda of Meeting

ANNUAL GENERAL MEETING AGENDA

BODY CORPORATE 23531

6 Liverpool Street, Hamilton Central, HAMILTON 3204

MEETING PLACE, DATE & TIME

Quay Body Corporate, 69 Victoria Street, Hamilton

Friday, 09 May 2025 at 10:00 AM

Please refer to body of email for Zoom link

BODY CORPORATE CHAIRPERSON

Lyn O'Sullivan

MEETING CHAIRPERSON

Karen Burgess

AGENDA ITEMS

1 QUORUM

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

2 PREVIOUS MINUTES

Ordinary Motion

That the minutes of the last annual general meeting of the Body Corporate held on **8 May 2024** are confirmed as a true record of the proceedings of that meeting.

3 MATTERS ARISING

Admin Fund

- Health and Safety Report - Solutions in Engineering \$454.25
- Gutter cleans x2 - Property Groomers \$506

Sinking Fund

- Exterior repaint completed by JL Connolly \$15,375.50

Introducing - Owners Online Portal

Following the meeting, an invitation will be sent to all owners for our new online portal, known as Smata or MRI Strata Connect. Owners will have access to AGM documents, their respective levy notices and other helpful information. Access will also soon be available via our website.

4 QUAY BODY CORPORATE SERVICE AGREEMENT

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

Ordinary Motion

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

5 COMMITTEE REPORT

The Body Corporate does not have a Committee therefore a report is not required.

6 ELECTION OF CHAIRPERSON

Note: A Body Corporate must elect a Chairperson by ordinary resolution at every annual general meeting. The Chairperson has the duties in Regulation 11, subject to and delegation to the Body Corporate Committee, and is responsible for signing the management agreement appointing Quay Body Corporate to manage the Body Corporate. Unless the body corporate decides by ordinary resolution that the body corporate committee shall elect the Chairperson of the committee, the chairperson shall be elected by the body corporate and will also be the chair of the body corporate committee.

Failure to appoint a Chairperson will result in various administrative difficulties, such as if the Body Corporate wishes to amend the Body Corporate Operational Rules and will fail to meet its obligations under the Unit Titles Act and Regulations.

No nominations have been received, a Chairperson will be elected at the meeting.

Ordinary Motion

That _____ be elected as chairperson of the body corporate and serve as such until the earlier of the next AGM or their resignation.

7 ELECTION OF COMMITTEE

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

Ordinary Motion

That by ordinary resolution, the Body Corporate decides not to establish a committee.

8 PREVIOUS FINANCIAL STATEMENTS**Ordinary Motion**

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

Quay Body Corporate Management Limited under the terms of its agreement of services as Body Corporate Manager is responsible for the preparation of basic financial accounts. Provision of these accounts is on the basis that Quay Body Corporate Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or the accounts be audited, this will be at the cost of the Body Corporate.

9 INDEPENDENT REVIEW OF FINANCIAL STATEMENTS**Special Motion**

That by special resolution the Body Corporate agree not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.

10 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

11 INSURANCE

Note: An insurance valuation is not required unless requested by the insurance underwriter. The valuation must include common property (including any common driveway) and car parks. A copy of the valuation for insurance purposes is available on written request.

Ordinary Motion

That for the purposes of insurance (if an updated valuation is not required by the insurer), the body corporate nominate a percentage increase to be applied to the sum insured at the next renewal.

Ordinary Motion

That for the purposes of insurance, the inflationary provision noted in the most recent valuation be applied to the sum insured at the time of the next renewal.

Ordinary Motion

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

Ordinary Motion

That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$500,000.

Ordinary Motion

That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess.

Note: A copy of the insurance policy schedule will be supplied once received and on request. Please read the policy schedule carefully, this is important to you and you need to ensure that the policy adequately covers you and your usage of the property. You must disclose all information that is relevant to the Insurer's decision to insure. Any questions around disclosure and/or change of use for your unit should be raised with your broker direct.

12 GENERAL MAINTENANCE

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

- Fencing at the property for privacy and as a safety deterrent.
- Gutter clean - six monthly

13 HEALTH AND SAFETY

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

- Identify hazards
- Eliminate or minimise any hazards and where appropriate put controls in place; and
- Regularly check the control measures are in place
- Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

The Health and Safety Risk Register was last reviewed in 2024.

Ordinary Motion

That the following Health and Safety items be undertaken;

- Owners are to review the hazard items and their recommendations at the AGM, and instruct accordingly.

Ordinary Motion

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

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

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

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

14 LONG-TERM MAINTENANCE PLAN

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

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

The Long-Term Maintenance Plan was reviewed in 2021 and is due for review.

Ordinary Motion

That the Body Corporate engages the most cost effective professional to review the Long Term Maintenance Plan.

15 LONG-TERM MAINTENANCE FUND

Special Motion

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

16 SINKING INVESTMENT FUND

Ordinary Motion

That the body corporate agrees to transfer a sum to be agreed upon from the Optional Contingency Fund to an interest bearing investment account.

Note: The amount and date will be discussed and amended as instructed by owners at the meeting.

An annual tax return will be required for any interest earned and return charges will apply. The amount collected for the Optional Contingency Fund in the current financial year is held in a non-interest bearing account until the current financial year is completed.

17 ANNUAL BUDGET

Ordinary Motion

That the Body Corporate approve and adopt the proposed annual budget for the year stated and that the Body Corporate raise levies in accordance with a unit owner's utility interest.

Note: The budget will be discussed and amended as instructed by owners at the meeting.

Note: If the Body Corporate choose to not levy all or some of the budget in accordance with Section 121 the following statement will be recorded in the minutes;

Although Quay Body Corporate strongly advised against it, the Body Corporate agrees that all or some of the budget will not be raised in accordance with section 121, an owners utility interest.

Ordinary Motion

That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.

18 LEVY COLLECTION**Ordinary Motion**

That the Body Corporate raise levies in accordance with the approved budget and agreed above, with levy payments due on the 20th day of the month following the month of the AGM and if insurance is levied separately, the insurance levy will be due 14 days from insurance levy being issued.

Note: Non or late payment can affect insurance cover.

Ordinary Motion

That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.

Ordinary Motion

That the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.

GST

Note: Your Body Corporate is **not** registered for GST.

19 GENERAL BUSINESS

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

No general business was put forward for the agenda.

AGENDA NOTES

Please contact Quay Body Corporate on +6478392538 or karen.burgess@quaybodycorporate.co.nz if you have any questions about this notice.

Attending the Meeting or Voting by Proxy

You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed postal or proxy form and return it to our office.

A proxy given to a caretaker, on-site residential manager or Body Corporate Manager is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on, the proxy.

Voting at the Meeting

You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company/trust nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contribution levied by the Body Corporate that are payable at the date of this notice including any monies outstanding on a payment plan; and
- any other money that is recoverable by the Body Corporate from you at the date of this notice

If you are an owner, your vote does not count if a vote is cast on the same motion by:

- the mortgagee shown on the strata roll for your lot;
 - the covenant charge shown on the strata roll for your lot; or
 - in the case of multiple mortgagees or covenant charges - the priority mortgagee or chargee shown on the strata roll for your lot
- and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions

For voting purposes:

- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it
- a unanimous resolution is passed if no vote is cast against it

Quorum

For a valid meeting 25% of owners who are financial must be present either in person or by proxy.

Note that the minimum number for a valid meeting is two persons who are financial.

Election of Owners Committee

The Owners Committee is chosen by:

- calling for nomination
- determining the number of members of the owners committee; and
- conducting a ballot for the election of member if the nominations exceed the available positions

Auditor

The Body Corporate must consider if they wish to appoint an auditor or have the financial statements independently reviewed by an accountant.

Long Term Maintenance Plan

All Body Corporate's must prepare a 10 year Long Term Maintenance Plan and update it every 3 years. Large Body Corporate's must prepare a 30 year Long Term Maintenance Plan, though for years 11-30 lesser detail is required.

PROXY APPOINTMENT FORM
BODY CORPORATE 23531
Section 102(3), Unit Titles Act 2010

To:

Unit number:

Body Corporate Number:

Proxy appointment

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

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

Please circle one option above

as my/our proxy for the purposes of the general meeting to be held on 9/05/2025.

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

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

Owner name:

Unit number:

Signature of eligible voter:

Date:

Notes

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

ANNUAL REPORTS

for the financial year to 31/01/2025

Body Corporate 23531

6 Liverpool Street, Hamilton Central HAMILTON 3204

Manager: Karen Burgess

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Statement of Financial Position

As at 31/01/2025

Body Corporate 23531

6 Liverpool Street, Hamilton Central HAMILTON 3204

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	2,137.37	1,042.80
Owners Equity--Admin	479.08	(563.72)
	<u>2,616.45</u>	<u>479.08</u>
Sinking Fund		
Operating Surplus/Deficit--Sinking	(4,875.50)	3,600.00
Owners Equity--Sinking	6,300.00	2,700.00
	<u>1,424.50</u>	<u>6,300.00</u>
Net owners' funds	<u>\$4,040.95</u>	<u>\$6,779.08</u>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	7,515.05	6,049.80
Receivable--Owners--Admin	0.00	454.25
	<u>7,515.05</u>	<u>6,504.05</u>
Sinking Fund		
Cash at Bank--Sinking	1,424.50	6,300.00
	<u>1,424.50</u>	<u>6,300.00</u>
Unallocated Money		
Cash at Bank--Unallocated	854.35	100.29
	<u>854.35</u>	<u>100.29</u>
<i>Total assets</i>	<u>9,793.90</u>	<u>12,904.34</u>
Less liabilities		
Administrative Fund		
Creditors--Other--Admin	0.00	126.42
Prepaid Levies--Admin	4,898.60	5,898.55
	<u>4,898.60</u>	<u>6,024.97</u>
Sinking Fund		
	<u>0.00</u>	<u>0.00</u>
Unallocated Money		
Prepaid Levies--Unallocated	854.35	100.29
	<u>854.35</u>	<u>100.29</u>
<i>Total liabilities</i>	<u>5,752.95</u>	<u>6,125.26</u>
Net assets	<u>\$4,040.95</u>	<u>\$6,779.08</u>

Statement of Financial Performance for the financial year to 31/01/2025

Body Corporate 23531

6 Liverpool Street, Hamilton Central HAMILTON 3204

Administrative Fund			
	Current period	Annual budget	Variance
	01/02/2024-31/01/2025	01/02/2024-31/01/2025	(\$)
Revenue			
Levies Due--Admin	15,165.24	15,165.28	(0.04)
<i>Total revenue</i>	15,165.24	15,165.28	(0.04)
Less expenses			
Admin--Agent Disbursements	137.04	137.00	0.04
Admin--Disclosure Fees	454.25	0.00	454.25
Admin--Health & Safety	458.00	0.00	458.00
Admin--Management Fees--Standard	2,760.00	2,760.00	0.00
Insurance--Premiums	6,778.28	6,778.28	0.00
Insurance--Valuation	0.00	750.00	(750.00)
Maint Bldg--General Repairs & Maintenance	506.00	3,040.00	(2,534.00)
Maint Grounds--Lawns Gardening Rubbish	1,934.30	1,700.00	234.30
<i>Total expenses</i>	13,027.87	15,165.28	(2,137.41)
Surplus/Deficit	2,137.37	0.00	2,137.37
Opening balance	479.08	479.08	0.00
Closing balance	\$2,616.45	\$479.08	\$2,137.37

Sinking Fund

	Current period	Annual budget	Variance
	01/02/2024-31/01/2025	01/02/2024-31/01/2025	(\$)
Revenue			
Levies Due OCF--Sinking	10,500.00	10,500.00	0.00
<i>Total revenue</i>	10,500.00	10,500.00	0.00
Less expenses			
Maint Bldg--Painting & Surface Finishes	15,375.50	0.00	15,375.50
<i>Total expenses</i>	15,375.50	0.00	15,375.50
Surplus/Deficit	(4,875.50)	10,500.00	(15,375.50)
Opening balance	6,300.00	6,300.00	0.00
Closing balance	\$1,424.50	\$16,800.00	-\$15,375.50

Proposed Budget to apply from 01/02/2025

Body Corporate 23531

6 Liverpool Street, Hamilton Central HAMILTON 3204

General

	Administrative Fund		
	Proposed budget	Actual	Previous budget
	01/02/2024-31/01/2025		
Revenue			
Levies Due--Admin	13,794.91	15,165.24	15,165.28
<i>Total revenue</i>	13,794.91	15,165.24	15,165.28
Less expenses			
Admin--Agent Disbursements	137.00	137.04	137.00
Admin--Disclosure Fees	0.00	454.25	0.00
Admin--Health & Safety	0.00	458.00	0.00
Admin--Management Fees--Standard	2,820.00	2,760.00	2,760.00
Insurance--Premiums	7,347.91	6,778.28	6,778.28
Insurance--Valuation	790.00	0.00	750.00
Maint Bldg--General Repairs & Maintenance	600.00	506.00	3,040.00
Maint Grounds--Lawns Gardening Rubbish	2,100.00	1,934.30	1,700.00
<i>Total expenses</i>	13,794.91	13,027.87	15,165.28
Surplus/Deficit	0.00	2,137.37	0.00
Opening balance	2,616.45	479.08	479.08
Closing balance	\$2,616.45	\$2,616.45	\$479.08
Total units of entitlement	6		6
Levy contribution per unit entitlement	\$2,299.15		\$2,527.55

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

01/02/2024-31/01/2025

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

Levies Due OCF--Sinking

10,500.00

10,500.00

10,500.00

Total revenue

10,500.00

10,500.00

10,500.00

Less expenses

Maint Bldg--Painting & Surface Finishes

0.00

15,375.50

0.00

Total expenses

0.00

15,375.50

0.00

Surplus/Deficit

10,500.00

(4,875.50)

10,500.00

Opening balance

1,424.50

6,300.00

6,300.00

Closing balance

\$11,924.50

\$1,424.50

\$16,800.00

Total units of entitlement

6

6

Levy contribution per unit entitlement

\$1,750.00

\$1,750.00

Property Risk Assessment Report

Prepared For: BC 23531
Inspection Date: 17 June 2024
Inspection By: Jared Fisher

Address: 6 Liverpool Street
City: Hamilton Central NZ 3204



Item	Hazard Item	Reference	Location	Item Description	Risk Rating	Recommended Hazard Control	Photo	Comment
1	Safe Work Method Statements	Safe Work Methods	Working at Heights	Statement/Permit Required	Comment	An Approved Safe Work Method Statement/Permit is required prior to commencing work, demonstrating care around working at heights		
2	Safe Work Method Statements	Safe Work Methods	Confined Spaces	Statement/Permit Required	Comment	An approved Safe Work Method Statement / Confined Spaces Permit is required prior to work commencing in confined spaces, demonstrating care whilst successfully meeting AS2865		
9	Stairways	AS/NZS ISO 31000:2009	Stair access	Stairway - Good Condition - Maintain	Comment			
17	Vehicle Signage	AS/NZS ISO 31000:2009	Vehicle Accessway - Carport	Signage (Low Clearance) - Insufficient - Implement	2 Minor	We recommend installing "Low Clearance" signage above affected vehicle accessways as soon as possible.		
18	Trees / Vegetation	AS/NZS ISO 31000:2009	Trees and hedges	Outside Common Property - Recommend Pruning	Comment	We recommend that the trees and vegetation outside the common property areas are trimmed as necessary as soon as possible.		
10	Barriers to Prevent Falls NZ	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Stair access - Balustrade	Child Access (Stairs) - Not Best Practice - Update	Comment	We recommend consideration be given to upgrading or replacing the barrier to comply with current standards which is considered best practise.		
15	Electrical	AS/NZS 3000:2018 Clause 2.10.2.4	Electrical unit	Switchboard - Unlabelled - Label	3 Moderate	We recommend that the electrical unit is clearly marked with appropriate signage stating, "ELECTRICAL HAZARD".		
16	Pedestrian Access	AS/NZS ISO 31000:2009; NZBC cl D1	Stair access	Low Headroom - Unclear - Install Sign	2 Minor	We recommend installing low headroom signage as soon as possible.		
5	Vehicle Signage	NZTA Road Code 2011	Vehicle Accessway	Signage (Shared Zone) - Insufficient - (10km/h) Implement	3 Moderate	We recommend installing "Shared Zone" signage indicating a 10km/h speed limit as soon as possible.		
6	Vehicle Accessways	AS/NZS ISO 31000:2009; NZBC cl D1	Vehicle parking and clothesline area - Liverpool St access	Surface - Slippery Contamination - Clear	2 Minor	Moss, leaves and debris. We recommend that all slippery contamination is cleaned from the surface near the identified location as soon as possible.		
11	Barriers to Prevent Falls NZ	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Walkway - Balustrade	Child Access (Floor) - Not Best Practice - Update	Comment	We recommend consideration be given to upgrading or replacing the barrier to comply with current standards which is considered best practise.		
14	Stairways	NZBC D1; Building Regulations 1992	Stair access	Elements - Corroded - Repair	2 Minor	We recommend repairing the affected stairway elements as soon as possible.		

Long Term Maintenance Plan Review

**Body Corporate 23531
6 Liverpool Street
Hamilton**



Prepared by Colliers, PO Box 19093 Hamilton on 18.10.2016
Reviewed on 29.03.2021
Next review due 3 years from last review date

Long Term Maintenance Plan

Introduction

The Long Term Maintenance Plan (LTMP) covers

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

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

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

The features inspected are:

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

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

Description

- The buildings are 6 attached two level residential units constructed in the 1970's.
- Perimeter timber palings at fibrolite. There is no fencing at the front.
- Driveway is asphalt.
- Substructure is concrete slab.
- Wall cladding is concrete block, brick and fibre cement sheeting.
- Roof cladding is pressed metal tile (chip coated).
- Gutters and downpipes are PVC.
- Joinery is aluminium.

The body corporate has opted out of setting up a Long Term Maintenance Fund but operates an Optional Contingency Fund. The owners decide at the AGM the amount of contribution to the Optional Contingency Fund.

Recommended Programmed maintenance 29.03.2021

This is regular maintenance to prolong the life of building elements. Ensure that all contractors are provide a copy of The Asbestos Management Plan prior to any work commencing.

- Building soft wash every 3 years
- Roof treatment every 3 years (Condition check of roof done at this time)
- Clean of gutters annually (May/ June)
- Repainting of all previously painted surfaces in 2021. Next repainting due 2031. This gives a paint life of 10 years. This is indicative only and dependent on how well the cladding has been maintained. Recommend reviewing every 3 years.
- Storm water catch pit clearance every 12 months.
- Driveway treatment every 4 years

Disclaimer for Long Term Maintenance Plan

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

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

Long Term Maintenance Plan Summary											
Prepared by		Colliers, PO Box 19093, Hamilton 3244									
Period Covered		2021 to 2030									
Body Corporate Number		23531									
Address		6 Liverpool Street, Hamilton									
Fund		A Long Term Maintenance Fund has not been set up but an Optional Contingency Fund is in place with contributions determined by the owners at the Annual General Meeting.									
Item Covered	Material	Age	Life expectancy	Condition	Comment						
Perimeter fencing side and back	Timber and fibrolitepalings	1970's	20 years								
Perimeter fencing front	None		20 years								
Driveway/paths	Asphalt	1970's	>30years								
Substructure	Concrete	1970's	>50years	Good							
Wall cladding	Concret block,brick and fibre cement sheeting	1970's	>50years	Good							
Roof cladding	Pressed metal tile	1970's	>30years								
Paint		1970's	10 years								
Stormwater collection	PVC gutters and downpipes	1970's	>25years	Good							
Exterior joinery	Aluminium	1970's	>50years	Good							
Estimated Cost of maintenance	Cycle	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Building soft wash	Every 3 years				\$ 915.00			\$ 933.00			\$ 952.00
Roof treatment	Every 3 years	\$ 552.00			\$ 563.00			\$ 574.00			\$ 585.00
Gutter clean	Every year	\$ 207.00	\$ 209.00	\$ 211.00	\$ 213.00	\$ 215.00	\$ 217.00	\$ 219.00	\$ 221.00	\$ 223.00	\$ 225.00
Catch pit clear	Every year	\$ 92.00	\$ 93.00	\$ 94.00	\$ 95.00	\$ 96.00	\$ 97.00	\$ 98.00	\$ 99.00	\$ 101.00	\$ 103.00
Paint	Every 10 years	\$ 10,790.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00	\$ 1,303.00
Driveway treatment	Every 4 years				\$ 161.00				\$ 165.00		
Total		█ \$ 11,641.00	█ \$ 1,605.00	█ \$ 1,608.00	█ \$ 3,250.00	█ \$ 1,614.00	█ \$ 1,617.00	█ \$ 3,127.00	█ \$ 1,788.00	█ \$ 1,627.00	█ \$ 3,168.00
Estimated annual contribution		\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50	\$ 3,104.50
Notes:											
LTMP Summary to be read in conjunction with Long Term Maintenance Plan											
LTMP Summary created on 01.04.2012 Reviewed on 25.03.2021 review due 25.03.2024											
Cost estimates include GST											
Complete repaint quote of \$12,408 in 2020 used and capped at 5% over next 10 years											
Currently awaiting requote excluding soffits and facias											

Quay Body Corporate Conflict of Interest Register



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



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

Form 12 | Postal Voting Form

Body Corporate 23531

To: BC Chairperson/BC Manager

Unit plan: 23531

Instructions

You are entitled to vote at the Body Corporate meeting to be held on **Friday, 09 May 2025 at 10:00 AM** at Quay Body Corporate, 69 Victoria Street, Hamilton by casting a postal vote. The motions to be decided at the meeting are summarized in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate you vote in the final column of the table and return the form to Quay Body Corporate so that it is received by Thursday 8th May 2025.

Postal vote

I/We the undersigned, being the owners of the principal unit identified below, and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, intend to cast the following postal vote(s) at the meeting of the Body Corporate to be held on **Friday, 09 May 2025 at 10:00 AM** at Quay Body Corporate, 69 Victoria Street, Hamilton.

Motions

Motion	Summary	Type of resolution (ordinary, special, designated)	Direction on resolution (Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain)
1	Quorum/Attendees/Proxies	No motion	
2	Previous Minutes	Ordinary	For [] Against [] Abstain []
3	Matters Arising	No motion	
4	Quay Body Corporate Service Agreement	Ordinary	For [] Against [] Abstain []
5	Committee Report	No Committee	
6	Election of Chairperson	Ordinary	For [] Against [] Abstain []
7	Election of Committee	Ordinary	For [] Against [] Abstain []
8	Previous Financial Statements	Ordinary	For [] Against [] Abstain []
9	Independent Review of Financial Statements	Special	For [] Against [] Abstain []
10	Operational Rules	No motion	
11	Insurance – percentage increase	Ordinary	For [] Against [] Abstain []
	Insurance – remain with existing broker	Ordinary	For [] Against [] Abstain []
	Insurance – office bearers liability	Ordinary	For [] Against [] Abstain []
	Insurance – excess	Ordinary	For [] Against [] Abstain []

12	General Maintenance - fencing	Ordinary	For [] Against [] Abstain []
	General Maintenance – gutter cleans	Ordinary	For [] Against [] Abstain []
13	Health & Safety – carry out hazard recommendations	Ordinary	For [] Against [] Abstain []
	Health & Safety - Review	Ordinary	For [] Against [] Abstain []
14	Long-Term Maintenance Plan	Ordinary	For [] Against [] Abstain []
15	Long-Term Maintenance Fund	Special	For [] Against [] Abstain []
16	Sinking Investment Fund	Ordinary	For [] Against [] Abstain []
17	Annual Budget	Ordinary	For [] Against [] Abstain []
	Manager to pay line items	Ordinary	For [] Against [] Abstain []
18	Levy Collection – Due date	Ordinary	For [] Against [] Abstain []
	Collection of unpaid levies	Ordinary	For [] Against [] Abstain []
	Interest charged on overdue	Ordinary	For [] Against [] Abstain []
19	General Business	No motion	

Owner name: _____

Unit Number: _____

Signature: _____

Date: _____

Notes

1. The Body Corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if any Body Corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
4. If at the general meeting of the Body Corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the general meeting of the Body Corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.

6. If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.