

## ANNUAL GENERAL MEETING MINUTES

### BODY CORPORATE 23531

6 Liverpool Street, Hamilton Central, HAMILTON 3204

### MEETING PLACE, DATE & TIME

Quay Body Corporate, 69 Victoria Street, Hamilton

**Friday, 9/05/2025 at 10:00 AM**

### PRESENT

Lot #	Unit #	Attendance	Owner Name Representative
1B	5	Yes	C K & R J Moore Rose
1C	6	Yes	C M O'Sullivan Lyn
GC1	3	Yes	Aya Zabad and Thushanth Chandrakumar Thushanth & Aya via Zoom

### BODY CORPORATE CHAIRPERSON

Lyn O'Sullivan

### MEETING CHAIRPERSON

Karen Burgess

### 1 QUORUM

The chair of the meeting recorded any apologies, proxies and postal votes received, as well as received the attendance register and confirmed that the meeting had a quorum. The chair of the meeting also conducted a health and safety briefing and pointed out fire exits in the event of emergency.

### 2 PREVIOUS MINUTES

#### Ordinary Resolution

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

**Majority in Favour  
Carried**

### 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**

### **Ordinary Resolution**

Resolved 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.

**Majority in Favour  
Carried**

## **5 COMMITTEE REPORT**

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

## **6 ELECTION OF CHAIRPERSON**

No nominations were received, a Chairperson was elected at the meeting.

### **Ordinary Resolution**

Resolved that **Lyn O'Sullivan** was re-elected as Chairperson of the Body Corporate and will serve as such until the earlier of the next AGM or their resignation.

**Majority in Favour  
Carried**

**Note:** Attending Owners expressed their appreciation to Lyn for taking on the role again, and thanked her for her on-going contribution to the Body Corporate.

## **7 ELECTION OF COMMITTEE**

### **Ordinary Resolution**

Resolved that by ordinary resolution, the Body Corporate decides not to establish a Committee.

**Majority in Favour  
Carried**

## **8 PREVIOUS FINANCIAL STATEMENTS**

### **Ordinary Resolution**

Resolved that the financial accounts for the previous financial year were approved and adopted.

**Majority in Favour  
Carried**

*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 Resolution**

Resolved that by special resolution the Body Corporate agrees 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.

**All in Favour  
Passed**

## **10 BODY CORPORATE RULES**

No changes to the operational rules were proposed.

## **11 INSURANCE**

### **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.

### **Not Passed**

**Note:** An updated valuation is to be obtained. Construction Cost Consultants are to also be approached for a valuation quote.

### **Ordinary Motion**

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

### **Not Passed**

**Note:** Owners to be contacted in November to advise regarding obtaining a quote from an alternative broker.

### **Ordinary Motion**

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

### **Not Passed**

### **Ordinary Resolution**

Resolved 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.

**Majority in Favour  
Carried**

**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

### Ordinary Resolution

Resolved that the following maintenance items were discussed and will be actioned where instructed;

- Gutter clean - six monthly.
- Sensor lights for each unit - **quotes to be sought and sent to owners for approval. Electrician to advise best location for installation.**

### Majority in Favour

Carried

- Fencing at the property for privacy and as a safety deterrent - **Thusanth (PU 3) will manage quotes / ideas and table at the next AGM.**

### Not Passed

## 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 Resolution

Resolved 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.
- Carport - vegetation to be poisoned again with Vigilant Gel / Weed Weapon. **Rose (PU 5) to manage and be reimbursed.**
- Gardener - **weed spray around site and along fence line and to collect & remove leaves in Autumn.**

### Majority in Favour

Carried

### Ordinary Resolution

Resolved that the Health and Safety Risk Register be reviewed by the most cost effective consultant - **to be carried out after current risks reduced.**

### Majority in Favour

Carried

## 14 LONG-TERM MAINTENANCE PLAN

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

### Ordinary Resolution

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

### Majority in Favour

Carried

## **15 LONG-TERM MAINTENANCE FUND**

### **Special Resolution**

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

**All in Favour  
Passed**

## **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.

**Not Passed**

## **17 ANNUAL BUDGET**

### **Ordinary Resolution**

Resolved that the Body Corporate approved and adopted the proposed annual budget for the year stated. See amendments to budget below:

- Admin - Add \$400.00 to Health & Safety

**Majority in Favour  
Carried**

### **LEVY PAYMENT**

#### **Ordinary Resolution**

Resolved that notwithstanding the provisions of the Unit Titles Act 2020 and the Unit Titles Regulations 2011, the Boyd Corporate hereby agrees to apportion the expenses on the "equal share basis" as it has done previously. This is not in accordance with the method prescribed in the said Act.

**Majority in Favour  
Carried**

#### **Ordinary Resolution**

Resolved 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.

**Majority in Favour  
Carried**

## **18 LEVY COLLECTION**

### **Ordinary Resolution**

Resolved 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.

**Majority in Favour  
Carried**

**Note:** Non or late payment can affect insurance cover.

**Ordinary Resolution**

Resolved 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.

**Majority in Favour**  
**Carried**

**Ordinary Resolution**

Resolved 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 together with any administrative and legal costs the Body Corporate may incur in recovering due debts.

**Majority in Favour**  
**Carried**

**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.

The following general business was tabled at the meeting:

- Owners are happy to share contact email addresses.

**CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 11:33 AM.

Please ensure you keep us informed of any changes to your contact details including your email address as all correspondence will be by email unless otherwise requested.