

**Minutes Of The Annual General Meeting  
Of Body Corporate 371846  
Held on Wednesday, 18 August 2010 at 10.30 am  
At Apartment 11-13 Taranaki Road, Kohimarama  
Auckland**

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**PRESENT:**

Steve Barton (3), Robert & Sue Boardman (9), Anne & John Larkey (8), Gary & Stasia West (4), John Waldegrave (11), Gay & Royce Moodabe (14), Pam McDonald (1), Shirley Schofield (7) and Ann Lee from Crockers Body Corporate Management Limited (as recorded on the Attendance Register)

**QUORUM:**

The Secretary confirmed that the meeting was quorate as proprietors representing one-third of the units were present.

**CHAIRMAN:**

**Resolved** that Ann Lee chair the meeting.  
[Steve Barton/Anne Larkey/Carried.]

**APOLOGIES:**

Shirley Waldegrave (11)  
Gordon & Valerie Webster (13)  
Tom Gallagher (2)  
Bob & Gay Croker (5)

**PROXIES:**

John Dalzell (6) to Steve Barton  
Anne FAMILTON & Margaret Lay (12) to John Waldegrave

**Resolved** that the apologies and proxies be received.  
[Anne Larkey/Steve Barton/ Carried.]

**MINUTES:**

**Resolved** that the minutes of the Annual General Meeting held on 31 August 2009 be accepted as a true and correct record of that meeting.  
[John Waldegrave/Pam McDonald/Carried.]

**MATTERS ARISING:**

Nil

**FINANCIAL STATEMENTS:**

**Resolved** that the financial statements for the period ending 30 July 2010 be accepted.  
[Pam McDonald/John Larkey/Carried.]

**DEBT COLLECTION:**

The Secretary advised the purpose of the resolution suggested on the agenda was to provide the Secretary with the authority of the body corporate to deal with debtors. The Secretary advised that 30 days after the payment due date debtors would be sent a letter and statement outlining the process to be followed if their levy remained unpaid.

**Resolved** that the Secretary is authorised to recover any unpaid levies owed to the body corporate, whether through Court proceedings or otherwise, that may be outstanding for 30 days after the due date and to levy interest at the rate of 10% per annum as provided in Section 34A of the Unit Titles Act on any monies due from the due date until the date of payment. The Secretary's costs and all costs and expenses involved in the issue of demands or legal proceedings on a full cost recovery basis shall be charged against the defaulting proprietor in full. The Secretary is directed to pursue any current debtors who are beyond 30 days of due date using the Crockers' collection procedure and this includes the issue of proceedings if need be.  
*[Steve Barton/Anne Larkey/Carried.]*

#### **CROCKERS DIRECT – CUSTOMER INFORMATION WEBSITE:**

The Secretary noted that Crockers has launched Crockers Direct, an exclusive customer website which provides you with online access to body corporate documents such as minutes, financial accounts, unit plans and rules, as well as details of your levy accounts. If we have your email address, you should have already received an introduction to Crockers Direct and your notice of meeting via this service, and the minutes of this meeting will also be made available on Crockers Direct.

Crockers Direct allows us to deliver invoices and statements to you by email, and provide you with reminders prior to due dates to help you to remember when to pay your levy invoices. Crockers Direct also allows us to offer you the option of paying your levies by direct debit – please contact your Account Manager if you would like to do this. You can also use Crockers Direct to inform us of any changes to your contact details and your mailing preferences. We hope that you enjoy this new service.

#### **INSURANCE:**

**Resolved** that cover be placed with Chartis via Marsh Ltd as broker, for the coming 12 months at a premium of \$11, 544.80 plus GST.

*[John Waldegrave/Steve Barton/Carried.]*

- For insurance inquiries, claims and the noting of mortgagee interests please contact Mike Garner on 09 373 0360 or mobile 021 414 495.

#### **Secretary's note: Please see below for answers to commonly asked questions of what is covered under the Body Corporate insurance policy:**

##### **1. Carpets**

Carpets glued to the floor become part of the building and are the Body Corporate responsibility and are insured under the Body Corporate policy.

Carpets on smooth edge are the owners' responsibility and covered by the owner-occupier under their personal home contents insurance.

This is an insurance industry decision and does not differ from insurer to insurer.

Carpets on smooth edge insured under the Body Corporate are covered if the apartments are tenanted.

Owner-occupiers are insured under their own personal home contents insurance. If the owner-occupier decides not to insure under their own policy, they have no cover under the Body Corporate policy.

##### **2. Air-conditioning ducting and air-conditioning units**

They form part of the building and are covered under the Body Corporate policy

##### **3. Dishwashers, microwaves, stoves if they integrated into the building.**

Dishwashers, stoves and microwaves integrated into the building are insured under the Body Corporate policy

##### **4. Under tile heating and under carpet heating**

Once again this is an insurance industry decision

Under tile heating is covered under Body Corporate policy.

Please refer to the above "Carpets" commentary for under carpet heating.

##### **5. Computer breakdown/gradual damage/malicious damage/ machinery breakdown/contamination**

These are covered under the Body Corporate insurance policy wording.

#### **COMMON MAINTENANCE:**

- Quote for remedial works in basement 1 will be deferred until the assessment to the irrigation system is completed.
- Wooden ramp into garage 1 and three areas of concrete shaving to accommodate lower vehicles.

- Waterproofing on decks to be investigated.
- Rust staining on balconies- work to be done during this summer
- Basement lift foyer in garage 1 – Rembrandt to provide a quote for painting.

#### **BUDGET:**

Prior to the meeting the Secretary had circulated a draft budget totalling \$121,989.00 including GST at 12.5%. As the rate of GST has been increased to 15% with effect from 01 October 2010, the costs incurred by the Body Corporate post 1 October 2010 will also increase.

**Resolved** that the budget be fixed at 121,989.00 including GST at 12.5 % in accordance with the provision of Section 15 of the Unit Titles Act. The budget shall be raised by unit entitlement in two equal instalments due for payment as follows:

- 1<sup>st</sup> instalment – 20 September 2010
- 2<sup>nd</sup> instalment – 20 April 2011

A copy of the approved budget is attached to these Minutes.  
*[Bob Boas/Steve Barton/ Carried.]*

The Secretary reminded the meeting that the body corporate is liable to file an annual income tax return.

**Resolved** that the body corporate re-confirm the prior appointment of Crockers Body Corporate Management Limited as the body corporate's agent for the preparation and filing of tax returns.

*[Bob Boas/Steve Barton/Carried.]*

#### **COMMITTEE:**

The Secretary advised proprietors that the role of the committee is to carry out, with the assistance of the Secretary, the duties of the body corporate between general meetings, and thanked the outgoing committee members for their contribution throughout the year.

**Resolved** that the following proprietors are declared elected to the committee for the forthcoming year, and that Anne Larkey will be the primary point of contact from whom the Secretary will take direction.

John Waldegrave  
 Steve Barton  
 Gordon Webster  
 Anne Larkey

(John Dalzell resigned as a committee member. He has, however expressed that he is happy to provide input where appropriate)

*[Sue Boas/Shirley Schollum/ Carried.]*

#### **GENERAL BUSINESS:**

The Secretary thanked all present for attending the meeting and thanked Shirley Schollum for hosting the meeting.

There being no further business, the meeting closed at 11.30 am

For and on behalf of  
 Crockers Body Corporate Management Limited  
 Secretary, Body Corporate 371846

  
**Ann Lee**  
 Account Manager  
 DDI  
 Fax +64 9 630 8176  
 Email +64 9 623 5824  
 Web www.crockers.co.nz

**APPROVED**

**Body Corporate 371846 - The Bay  
Budget**

31st July 2010 to 30th July 2011

	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Total	Last Actual	Last Budget
3.3010 Back Flow Preventer - Annual...	150	-	-	-	-	-	-	-	-	-	-	-	150	144	125
3.3015 Building Warrant Of Fitness ...	83	83	83	83	83	83	83	83	83	83	83	83	1,000	939	600
3.3025 Fire Alarm Testing	178	178	178	178	178	178	178	178	178	178	178	178	2,138	1,638	2,200
3.3055 I Q P Inspection Fees	73	73	73	73	73	73	73	73	73	73	73	73	880	855	-
3.3061 Mechanical Ventilation	217	217	217	217	217	217	217	217	217	217	217	217	2,600	2,554	2,600
3.3064 Pump Inspections & I Q P R...	-	-	-	-	-	-	-	-	-	-	-	-	-	-	810
3.3535 Trust Account Management...	47	47	47	47	47	47	47	47	47	47	47	47	563	563	563
4.4510 Insurance Premium	13,000	-	-	-	-	-	-	-	-	-	-	-	13,000	15,404	17,700
4.4535 Valuation Fee	765	-	-	-	-	-	-	-	-	-	-	-	765	810	765
5.5025 Manager's Contract Fee	567	567	567	567	567	567	567	567	567	567	567	567	6,800	6,802	6,500
5.5036 Manager's Office Phone, Fax...	25	25	25	25	25	25	25	25	25	25	25	25	300	270	-
5.5575 Income Tax Return Preparati...	338	-	-	-	-	-	-	-	-	-	-	-	338	338	338
5.5590BL Administration / Secretarial ...	332	332	332	332	332	332	332	332	332	332	332	332	3,988	3,988	3,988
6.6015 Lamps & Tubes	133	133	133	133	133	133	133	133	133	133	133	133	1,600	1,431	-
6.6502 Maintenance Contingency	42	42	42	42	42	42	42	42	42	42	42	42	500	-	500
6.6550 Cleaning	608	608	608	608	608	608	608	608	608	608	608	608	7,300	6,682	7,200
6.6665 General Repairs & Maintenance	1,297	1,297	1,297	1,297	1,297	1,297	1,297	1,297	1,297	1,297	1,297	1,297	15,567	5,820	12,000
6.6675 Grounds	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000	22,023	20,000
6.6725 Lift Maintenance Contract	792	792	792	792	792	792	792	792	792	792	792	792	9,500	9,436	9,300
6.6730 Lift Telephone	167	167	167	167	167	167	167	167	167	167	167	167	2,000	1,809	2,600
6.6755 Painting	-	-	-	-	-	-	-	-	-	-	-	-	-	27,462	-
6.6880 Window Cleaning	8,000	-	-	-	-	-	-	-	-	-	-	-	8,000	5,513	7,500
6.6890 Sinking Fund	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000	-	15,000
7.7010 Water & Waste	258	258	258	258	258	258	258	258	258	258	258	258	3,100	2,586	5,100
7.7015 Electricity	575	575	575	575	575	575	575	575	575	575	575	575	6,900	6,600	6,600
<b>Total</b>	<b>44,314</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>7,061</b>	<b>121,989</b>	<b>123,667</b>	<b>121,989</b>

This Budget is Inclusive of GST