



14 November 2023

NOTICE OF ANNUAL GENERAL MEETING

BODY CORPORATE 417076

28 Enderley Avenue, Enderley HAMILTON 3214

MEETING PLACE, DATE & TIME

Colliers, 69 Victoria Street, Hamilton on **Tuesday, 28 November 2023 at 01:00 PM**

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 jacqui.swart@colliershn.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 Colliers Hamilton 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
- (g) Service Agreement

Please contact us if you have any queries.

Kind Regards,

Chevone Lourens
Body Corporate Manager
Chevone.Lourens@colliershn.co.nz

ANNUAL GENERAL MEETING AGENDA

BODY CORPORATE 417076

28 Enderley Avenue, Enderley HAMILTON 3214

MEETING PLACE, DATE & TIME

Colliers, 69 Victoria Street, Hamilton on **Tuesday, 28 November 2023 at 01:00 PM**

Please refer to body of email for zoom link

BODY CORPORATE CHAIRPERSON

Lisa O'Connor

MEETING CHAIRPERSON

Chevone Lourens

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.

2 PREVIOUS MINUTES

Ordinary Resolution

That the minutes of the last annual general meeting of the Body Corporate held on 01 November 2022 are confirmed as a true record of the proceedings of that meeting.

3 MATTERS ARISING

- 06/2022 - Building Wash, Gutter Clear, Mould Kill & Exterior Insect Treatment - **Grime Off - \$2,139.00**

4 COLLIERS 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 Resolution

That the Body Corporate appoint Commercial Property Solutions Limited, trading as Colliers, 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

Ordinary Resolution

That the committee report and exercise of delegated duties and powers be received and accepted.

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 Colliers 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 Resolution

That _____ be elected as chairperson of the body corporate and body corporate committee and serve 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 Resolution

That the Body Corporate decides not to establish a committee.

OR

Ordinary Resolution

That the Body Corporate establishes a Committee with **all unit owners** members and that a quorum for Committee meetings and decisions made in person or by written confirmation shall be **3** members.

Delegation of Powers

Special Resolution

That the Body Corporate resolves by special resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.

Ordinary Resolution

That the committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

Note: A Committee must meet within one month of this AGM. Any other meetings of the Committee are at their own discretion and can be as and when required. A copy of any Committee Meeting minutes must be issued to all owners within a month of each meeting.

8 PREVIOUS FINANCIAL STATEMENTS

Ordinary Resolution

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

9 INDEPENDENT REVIEW OF FINANCIAL STATEMENTS

Special Resolution

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 Resolution

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

Ordinary Resolution

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

Ordinary Resolution

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 (as per the LTMP);

- Gutter Clean & Spider Spray - June 2024 - Grime Off - Admin Fund
- Clean Stormwater Catchpits - June 2024 - Grime Off - Admin Fund
- Driveway - bitumen surface repair and reprofile (total: 370 m²) -20% - Most Cost Effective Contractor - February 2024 - Sinking Fund
- Common and boundary fence repairs (total: 170 lm) -20% - Most Cost Effective Contractor - February 2024 - Sinking Fund

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.

No new Health and Safety items have been brought to the attention of the Body Corporate.

The Health and Safety Risk Register was last reviewed in 2020.

Ordinary Resolution

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 Colliers 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

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 in 2024.

15 LONG-TERM MAINTENANCE FUND

Special Resolution

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

OR

Ordinary Resolution

That the Body Corporate **opts in** to the Long-Term Maintenance Fund for the current financial year. Budget to be discussed, approved and adopted at the meeting.

16 OPTIONAL CONTINGENCY INVESTMENT FUND

Ordinary Resolution

That all available funds from the Optional Contingency Fund be transferred from a non-interest bearing account to an interest bearing investment account.

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

OR

Ordinary Resolution

That the full amount collected for the Optional Contingency Fund remain in a non-interest bearing account.

Note: 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 Resolution

That the Body Corporate approve and adopt the proposed annual budget for the year stated, which is to be discussed and possibly amended during the AGM.

Ordinary Resolution

That the Body Corporate raise levies in accordance with a unit owner's utility interest.

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

Although Colliers 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 Resolution

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 Resolution

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 Resolution

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 Resolution

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.

The following general business was put forward for the agenda:

- Following on the changes to the Unit Titles Act 2010 that that came into effect on 09 May 2023. Colliers and Committee members are required to disclose if there is a conflict of interest. The registers attached are an indication of the records held by Colliers.

AGENDA NOTES

Please contact Colliers International Hamilton on +6478392538 or Chevone.Lourens@colliershn.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 chargees - 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 417076
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 28/11/2023.

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.

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New Zealand

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ANNUAL REPORTS

for the financial year to 31/08/2023

Body Corporate 417076

28 Enderley Avenue, Enderley HAMILTON 3214

Manager: Jacqui Swart

	Page
Statement of Financial Position	1
Statement of Financial Performance	2
Budget commencing 01/09/2023	4



Statement of Financial Position

As at 31/08/2023

Body Corporate 417076

28 Enderley Avenue, Enderley HAMILTON 3214

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(584.13)
Owners Equity--Admin	5,516.79
	4,932.66
Sinking Fund	
Operating Surplus/Deficit--Sinking	3,425.94
Owners Equity--Sinking	3,976.94
	7,402.88
Net owners' funds	\$12,335.54
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	6,569.29
	6,569.29
Sinking Fund	
Cash at Bank--Sinking	7,402.88
	7,402.88
Unallocated Money	0.00
<i>Total assets</i>	13,972.17
Less liabilities	
Administrative Fund	
Prepaid Levies--Admin	1,636.63
	1,636.63
Sinking Fund	0.00
Unallocated Money	0.00
<i>Total liabilities</i>	1,636.63
Net assets	\$12,335.54



Statement of Financial Performance for the financial year to 31/08/2023

Body Corporate 417076

28 Enderley Avenue, Enderley HAMILTON 3214

Administrative Fund

	Current period 01/09/2022-31/08/2023	Annual budget 01/09/2022-31/08/2023	Variance (\$)
Revenue			
Interest on Arrears--Admin	36.11	0.00	36.11
Levies Due--Admin	12,072.11	12,072.11	0.00
<i>Total revenue</i>	12,108.22	12,072.11	36.11
Less expenses			
Admin--Agent Disbursements	122.04	122.00	0.04
Admin--Management Fees--Standard	2,760.00	2,760.00	0.00
Insurance--Premiums	7,340.11	7,340.11	0.00
Maint Bldg--General Repairs & Maintenance	2,139.00	1,500.00	639.00
Maint Grounds--Lawns Gardening Rubbish	331.20	350.00	(18.80)
<i>Total expenses</i>	12,692.35	12,072.11	620.24
Surplus/Deficit	(584.13)	0.00	(584.13)
Opening balance	5,516.79	5,516.79	0.00
Closing balance	\$4,932.66	\$5,516.79	-\$584.13

Sinking Fund

	Current period	Annual budget	Variance
	01/09/2022-31/08/2023	01/09/2022-31/08/2023	(\$)
Revenue			
Interest on Arrears--Sinking	25.94	0.00	25.94
Levies Due OCF--Sinking	3,400.00	3,400.00	0.00
<i>Total revenue</i>	<u>3,425.94</u>	<u>3,400.00</u>	<u>25.94</u>
Less expenses			
<i>Total expenses</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Surplus/Deficit	<u>3,425.94</u>	<u>3,400.00</u>	<u>25.94</u>
Opening balance	3,976.94	3,976.94	0.00
Closing balance	<u>\$7,402.88</u>	<u>\$7,376.94</u>	<u>\$25.94</u>



Proposed Budget to apply from 01/09/2023

Body Corporate 417076

28 Enderley Avenue, Enderley HAMILTON 3214

General

Administrative Fund

	Proposed budget	01/09/2022-31/08/2023 Actual	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	36.11	0.00
Levies Due--Admin	15,830.92	12,072.11	12,072.11
<i>Total revenue</i>	15,830.92	12,108.22	12,072.11
Less expenses			
Admin--Agent Disbursements	122.00	122.04	122.00
Admin--Management Fees--Standard	2,760.00	2,760.00	2,760.00
Admin--Shortfall Recovery	590.00	0.00	0.00
Insurance--Premiums	9,008.92	7,340.11	7,340.11
Insurance--Valuation	750.00	0.00	0.00
Maint Bldg--General Repairs & Maintenance	2,250.00	2,139.00	1,500.00
Maint Grounds--Lawns Gardening Rubbish	350.00	331.20	350.00
<i>Total expenses</i>	15,830.92	12,692.35	12,072.11
Surplus/Deficit	0.00	(584.13)	0.00
Opening balance	4,932.66	5,516.79	5,516.79
Closing balance	\$4,932.66	\$4,932.66	\$5,516.79
Total units of entitlement	100		100
Levy contribution per unit entitlement	\$158.31		\$120.72

General**Sinking Fund****Proposed
budget****Actual**
01/09/2022-31/08/2023**Previous
budget****Revenue**

Interest on Arrears--Sinking

0.00

25.94

0.00

Levies Due OCF--Sinking

3,400.00

3,400.00

3,400.00

Total revenue

3,400.00

3,425.94

3,400.00

Surplus/Deficit

3,400.00

3,425.94

3,400.00

Opening balance

7,402.88

3,976.94

3,976.94

Closing balance

\$10,802.88

\$7,402.88

\$7,376.94

Total units of entitlement

100

100

Levy contribution per unit entitlement

\$34.00

\$34.00



Long-Term Maintenance Plan

28 Enderley Avenue

Enderley 3214

Unit Plan 417076



Report details

Inspection date:	7/12/2021
Inspector:	Jared Fisher



12/01/2022

The Body Corporate Committee

28 Enderley Avenue
Enderley 3214

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast maintenance expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	\$127.79
Total Utility Interests	100
Total Long Term Maintenance Fund Levy	\$12,779.21

The data used to arrive at the above figures is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	3
Report Detail	Section 2
15 Year Anticipated Expenditure Table	4
Building Data List from Property Inspection	6
Inspector's Building Report & Building Specific Report Notes	12
Report Notes	13

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If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,

The Team at Solutions in Engineering

AUCKLAND > Level 27, PWC Tower, 188 Quay Street, Auckland 1010
PO Box 106508, Auckland City, PostShop, Auckland 1143

Building Details & Report Inputs Supplied information

Building Address	28 Enderley Avenue Enderley 3214
Unit Plan No.	417076
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	Reg. 2013
Number of Utility Interests	100
Number of Units	6
Estimated Long Term Maintenance Fund Balance	\$0
Starting date of Financial Year for Report	1/09/2022
GST Status	Not Registered for GST
Current Long-Term Maintenance Levy per Utility interests	\$124.07

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000) Years 1 - 3	1.70%
Assumed Interest Rate on invested funds (For funds over \$10,000) Years 4 - 15	3.00%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over \$10,000 - Years 1 - 3	1.22%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over \$10,000 - Years 4 - 15	2.16%
Contingency Allowance - For minor and/or unforeseen expenses	12%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	3.00%
Forecast Period - Number of years the forecasts	15 years

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Utility Interest	Quarterly Contribution
1	31/08/2023	12,779.21	127.79	31.95
2	31/08/2024	13,162.59	131.63	32.91
3	31/08/2025	13,557.47	135.57	33.89
4	31/08/2026	13,964.19	139.64	34.91
5	31/08/2027	14,383.12	143.83	35.96
6	31/08/2028	14,814.61	148.15	37.04
7	31/08/2029	11,000.00	110.00	27.50
8	31/08/2030	11,330.00	113.30	28.33
9	31/08/2031	11,669.90	116.70	29.18
10	31/08/2032	12,020.00	120.20	30.05
11	31/08/2033	12,380.60	123.81	30.95
12	31/08/2034	12,752.02	127.52	31.88
13	31/08/2035	13,134.58	131.35	32.84
14	31/08/2036	13,528.62	135.29	33.82
15	31/08/2037	13,934.48	139.34	34.84

15 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' (including contingency allowance) are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:

$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Inc. GST)	Closing Balance
1	31/08/2023	0.00	12,779.21	69.54	1,379.00	11,469.75
2	31/08/2024	11,469.75	13,162.59	0.00	14,931.00	9,701.34
3	31/08/2025	9,701.34	13,557.47	192.13	1,463.00	21,987.94
4	31/08/2026	21,987.94	13,964.19	363.38	24,294.00	12,021.51
5	31/08/2027	12,021.51	14,383.12	398.24	1,552.00	25,250.87
6	31/08/2028	25,250.87	14,814.61	448.64	23,776.00	16,738.12
7	31/08/2029	16,738.12	11,000.00	462.57	1,646.00	26,554.69
8	31/08/2030	26,554.69	11,330.00	0.00	28,332.00	9,552.69
9	31/08/2031	9,552.69	11,669.90	313.51	1,747.00	19,789.10
10	31/08/2032	19,789.10	12,020.00	353.01	18,912.00	13,250.11
11	31/08/2033	13,250.11	12,380.60	399.89	1,854.00	24,176.60
12	31/08/2034	24,176.60	12,752.02	0.00	30,773.00	6,155.62
13	31/08/2035	6,155.62	13,134.58	253.58	1,966.00	17,577.78
14	31/08/2036	17,577.78	13,528.62	0.00	21,288.00	9,818.40
15	31/08/2037	9,818.40	13,934.48	340.05	2,085.00	22,007.93

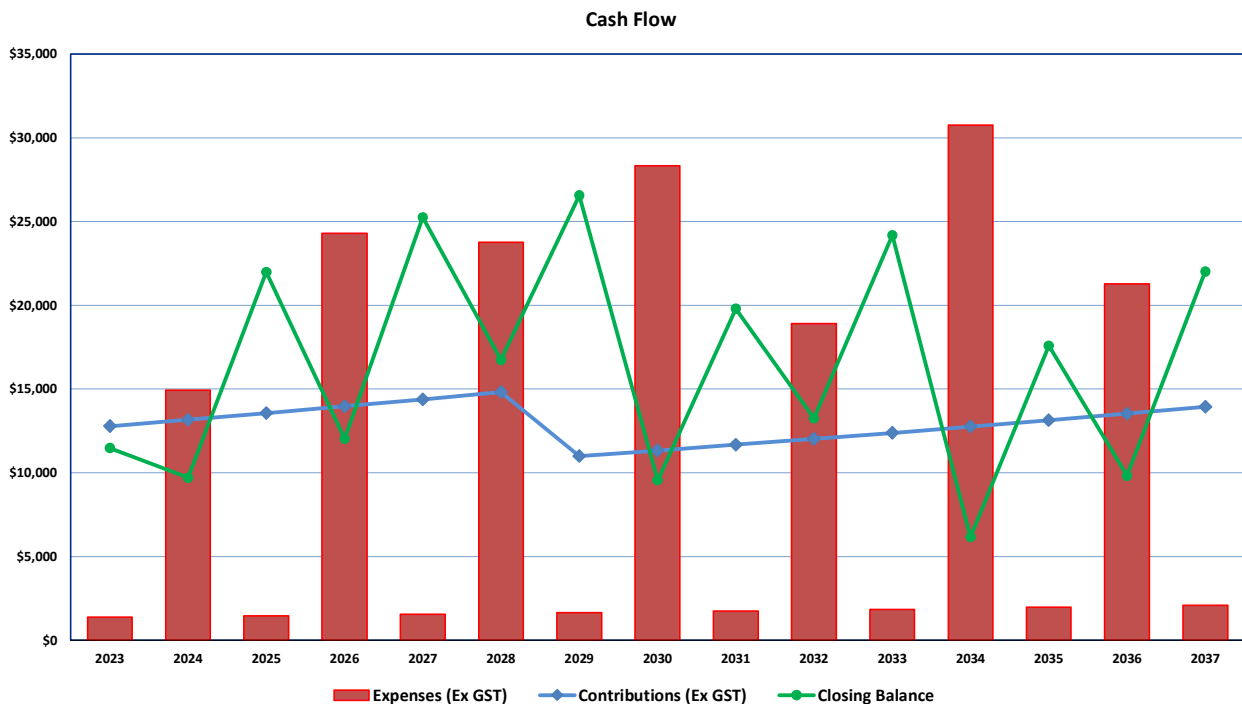
15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

Contributions line - Total maintenance fund contributions per year.

Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are: -

‘Expenditure Items’ - lists the different areas and items of expenditure.

‘Current Cost’ - shows the current maintenance expenditure costs in today’s dollars.

‘Year 1’ to ‘Year 15’ - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a ‘Grand Total (Inc. GST)’ followed by a line calculating the ‘Contingency Allowance (Inc. GST)’ for unforeseen and minor expenses and finally ‘Total Expenses (Inc. GST)’ for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5 (2027)	Year 6 (2028)	Year 7 (2029)	Year 8 (2030)	Year 9 (2031)	Year 10 (2032)	Year 11 (2033)	Year 12 (2034)	Year 13 (2035)	Year 14 (2036)	Year 15 (2037)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended	1,169	-	1,204	-	1,277	-	1,355	-	1,438	-	1,525	-	1,618	-	1,717	-
Spider spray	531	531	547	563	580	598	616	634	653	673	693	714	735	757	780	803
Repaint elevations - soffit	4,050	-	-	-	-	-	4,695	-	-	-	-	-	-	-	-	-
Maintain/Repair Garage Doors (owners expense)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		531	1,751	563	1,857	598	6,666	634	2,091	673	2,218	714	2,353	757	2,497	803
2. WORK AT HEIGHTS ACCESS																
Elevating working platforms - methods to elevations by contractor - exterior	1,320	-	-	-	-	-	1,530	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	1,530	0	0	0	0	0	0	0	0	0
3. ROOFING																
Roof covering - metal repairs and surface cleaning (total: 740 m2) -20%	13,675	-	-	-	14,943	-	-	-	16,819	-	-	-	18,929	-	-	-
Flashing repairs and roof inspections	840	-	865	-	918	-	974	-	1,033	-	1,096	-	1,163	-	1,234	-
Gutter repairs and clean-outs	720	-	742	-	787	-	835	-	886	-	939	-	997	-	1,057	-
Rain heads, down pipes and roof-drains clean-outs	480	-	494	-	525	-	556	-	590	-	626	-	664	-	705	-
Sub Total (Incl. GST)		0	2,101	0	17,173	0	2,365	0	19,328	0	2,661	0	21,753	0	2,996	0
4. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance	700	700	721	743	765	788	811	836	861	887	913	941	969	998	1,028	1,059
Driveway - bitumen surface repair and reprofile (total: 370 m2) -20%	4,880	-	5,026	-	-	-	5,657	-	-	-	6,367	-	-	-	7,166	-
Sub Total (Incl. GST)		700	5,747	743	765	788	6,468	836	861	887	7,280	941	969	998	8,194	1,059
5. FIXTURES AND FITTINGS																
Letterbox replacement	534	-	-	-	-	-	-	-	657	-	-	-	-	-	-	-
Complex signage structure - maintain	184	-	-	-	-	-	-	-	226	-	-	-	-	-	-	-

Expenditure Item	Current Cost	Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5 (2027)	Year 6 (2028)	Year 7 (2029)	Year 8 (2030)	Year 9 (2031)	Year 10 (2032)	Year 11 (2033)	Year 12 (2034)	Year 13 (2035)	Year 14 (2036)	Year 15 (2037)
Sub Total (Incl. GST)		0	0	0	0	0	0	0	883	0	0	0	0	0	0	0
6. FENCING																
Common and boundary fence repairs (total: 170 lm) -20%	3,023	-	3,114	-	-	-	3,504	-	-	-	3,944	-	-	-	4,439	-
Metal front fence repairs (total: 14 lm) -20%	534	-	-	-	584	-	-	-	657	-	-	-	739	-	-	-
Sub Total (Incl. GST)		0	3,114	0	584	0	3,504	0	657	0	3,944	0	739	0	4,439	0
7. WATER																
Plumbing maintenance - common systems only - allowance	600	-	618	-	656	-	696	-	738	-	783	-	831	-	881	-
Plumbing - underground pipe repairs - common systems only	600	-	-	-	656	-	-	-	738	-	-	-	831	-	-	-
Sub Total (Incl. GST)		0	618	0	1,312	0	696	0	1,476	0	783	0	1,662	0	881	0
Grand Total (Incl. GST)		1,231	13,331	1,306	21,691	1,386	21,229	1,470	25,296	1,560	16,886	1,655	27,476	1,755	19,007	1,862
Contingency Allowance (Incl. GST)		148	1,600	157	2,603	166	2,547	176	3,036	187	2,026	199	3,297	211	2,281	223
Grand Total Expenses (Incl. Contingency Allowance and GST)		1,379	14,931	1,463	24,294	1,552	23,776	1,646	28,332	1,747	18,912	1,854	30,773	1,966	21,288	2,085

Building Data List from the Property Inspection for Unit Plan 417076

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are: -

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the quantity of that item in scope

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life the item after it is replaced, repaired or reed.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. PROPERTY EXTERIOR							
Building wash - soft chemical wash recommended	425	m2	2.75	1,169.00	2	2	Quotation required
Spider spray	425	m2	1.25	531.00	1	1	Quotation required
Repaint elevations - soffit	90	m2	45.00	4,050.00	6	10	Quotation required
Maintain/Repair Garage Doors				0			Owners Expense
2. WORK AT HEIGHTS ACCESS							
Elevating working platforms - methods to elevations by contractor - exterior	150	m2	8.80	1,320.00	6	10	Quotation required
3. ROOFING							
Roof covering - metal repairs and surface cleaning (total: 740 m2) -20%	148	m2	92.40	13,675.00	4	4	Future funding or repair as required
Flashing repairs and roof inspections	12	Item	70.00	840.00	2	2	Ongoing maintenance program
Gutter repairs and clean-outs	12	Item	60.00	720.00	2	2	Ongoing maintenance program
Rain heads, down pipes and roof-drains clean-outs	12	Item	40.00	480.00	2	2	Ongoing maintenance program
4. DRIVEWAY AND WALKWAY							
Drainage maintenance - allowance	1	Item	700.00	700.00	1	1	Ongoing maintenance program
Driveway - bitumen surface repair and reprofile (total: 370 m2) -20%	74	m2	65.94	4,880.00	2	4	Future funding or repair as required
5. FIXTURES AND FITTINGS							
Letterbox replacement	6	ea	89.00	534.00	8	12	Quotation required
Complex signage structure - maintain	1	ea	184.14	184.00	8	12	Ongoing maintenance program
6. FENCING							
Common and boundary fence repairs (total: 170 lm) - 20%	32	lm	94.47	3,023.00	2	4	Ongoing maintenance program
Metal front fence repairs (total: 14 lm) -20%	3	lm	178.16	534.00	4	4	Ongoing maintenance program
7. WATER							
Plumbing maintenance - common systems only - allowance	1	Item	600.00	600.00	2	2	Ongoing maintenance program
Plumbing - underground pipe repairs - common systems only	1	Item	600.00	600.00	4	4	Quotation required


Building Photo Section

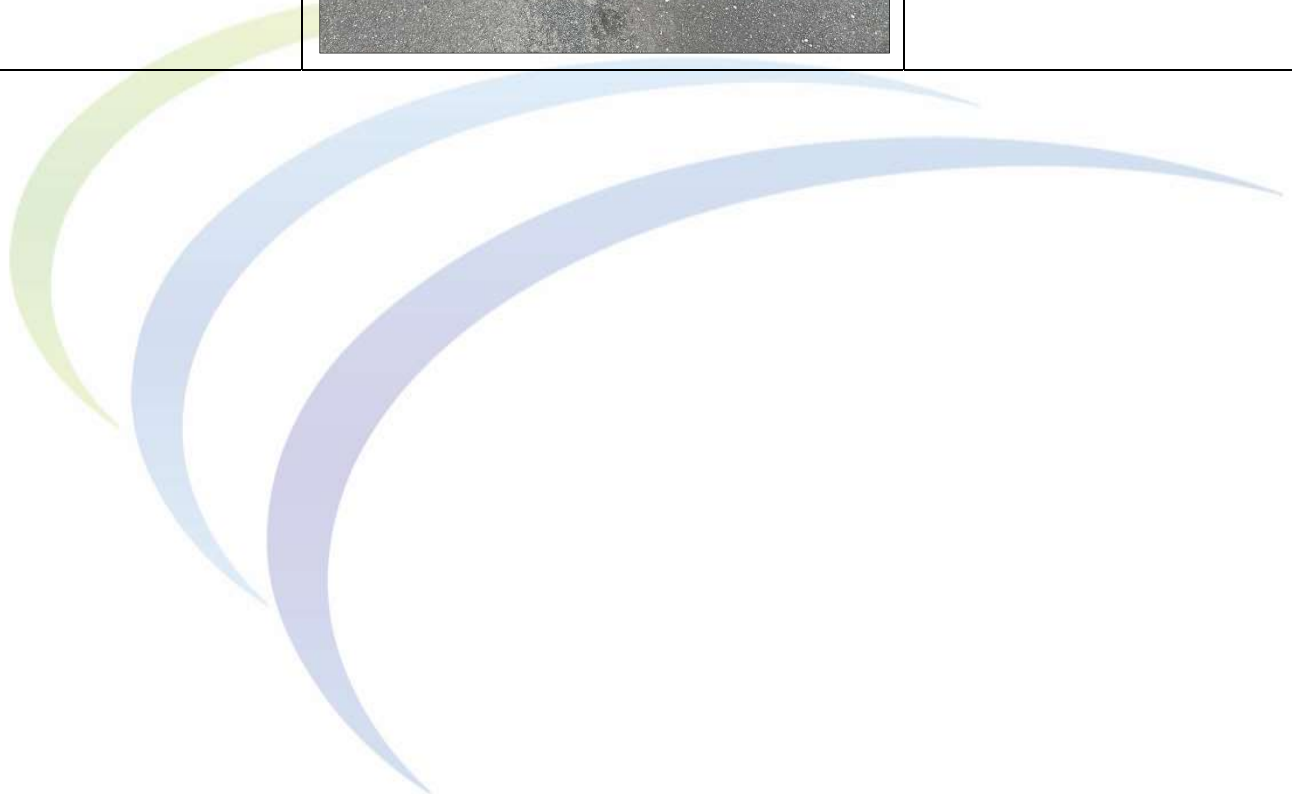
Item Group	Photo	Comment
Maintain/Repair Garage Doors		
WORK AT HEIGHTS ACCESS		

Item Group	Photo	Comment
		
ROOFING	 	
DRIVEWAY AND WALKWAY		

Item Group	Photo	Comment
		
FIXTURES AND FITTINGS		

Item Group	Photo	Comment
FENCING	 <p>The 'FENCING' section contains three photographs. The top photo shows a black metal gate set in a brick wall, with a paved area and potted plants nearby. The middle photo shows a long, weathered wooden fence running alongside a paved driveway. The bottom photo shows a wooden fence with pink flowers and green plants growing along its base.</p>	
WATER	 <p>The 'WATER' section contains one photograph showing a blue water tap mounted on a brick wall. A red and black hose is connected to the tap. On the tiled floor in the foreground, there is a square metal drain cover with a blue cap.</p>	

Item Group	Photo	Comment
		



Inspector's Report for Unit Title Plan 417076

1. **INFLATION** - It is necessary to offset the effects of inflation of construction materials and labour costs and to ensure that adequate funds are available to provide for major works which frequently become necessary as the property ages, but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. **UPDATES** - We recommend that this report be updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. **HARSH ENVIRONMENT** - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
4. **PAINT QUOTATIONS** - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
5. **PAINT SERVICE-LIFE** - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
6. **ELEVATING WORKING PLATFORMS** - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
7. **BITUMEN SURFACES** - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
8. **FENCES OR WALLS DIVIDING COMMON PROPERTY FROM LOTS** - For aesthetic and practical reasons, the maintenance costs for fences or walls dividing the common property from individual lots have been included in this report.
9. **BOUNDARY FENCES OR WALLS** - Maintenance of fences or walls between properties is regulated under the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011, which states that neighbours have equal responsibility for dividing fences or walls (excluding retaining walls). As such, a 50% rate has been used for all maintenance work on boundary fences or walls.
10. **METAL ROOFS** - Metal roofs may have a service life of 60 years or more with proper care and maintenance.

Report Notes

Long-Term Maintenance Plan (NZ)

This forecast satisfies the current requirements of Section 116 of the Unit Titles Act 2010 and Section 30 of the Unit Titles Regulations 2011. The Regulations state: -

116 Long-term maintenance plans

- (1) A body corporate must establish and regularly maintain a long-term maintenance plan.
- (2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan.
- (3) The purpose of a long-term maintenance plan is to –
 - (a) Identify future maintenance requirements and estimate the costs involved; and
 - (b) Support the establishment and management of the funds; and
 - (c) Provide a basis for the levying of owners of principal units; and
 - (d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

30 Long-term maintenance plans

- (1) A long-term maintenance plan must—
 - (a) cover—
 - (i) the common property, building elements, and infrastructure of the unit title development; and
 - (ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
 - (b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
 - (c) state the period covered by the plan; and
 - (d) state the estimated age and life expectancy of each item covered by the plan; and
 - (e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
 - (f) state whether there is a long-term maintenance fund; and
 - (g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
 - (h) state who has prepared the plan.
- (2) A body corporate must carry out a review of its plan once every 3 years.
- (3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long Term Maintenance Plan applies to all buildings whether they are a leaky building or not. A Long Term Maintenance Plan assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long Term Maintenance Plan obviously does not involve this process. However, the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate); for example: sanitary fittings and lift carriage interiors. This plan deals only with estimating the timing of physical obsolescence.

Improvements - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years (Unit Titles *Regulations 2011, Section 30(2)*). We recommend a minimum of bi-annual updates.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.

Body Corporate Risk Register

BC Number: 417076
Address: 28 Enderley Avenue, Hamilton
Inspected by: Colliers Hamilton
Inspection date: 21/11/2017

Reviewed by: Members of the Body Corporate



Review date: 20/10/2020
Next review due: 2023

Risk ID #	Risk Rating	Risk Type	Risk Description	Control Type	Risk Status	Control Measure & Risk Status Notes
417076.01	H	Site Roads & Traffic	Children are expected to be present on site,	Minimize	Actioned	Warning signage in place
417076.02	H	Confined Spaces	Pits/sumps on site form a confined space hazard for contractors.	Minimize	Actioned	An approved Safe Work Method Statement is required prior to work commencing, demonstrating care around working in confined spaces.
417076.03	H	Falling/Working At Height	Steeply pitched roofs form falling hazard if working at height.	Minimize	Actioned	An approved Safe Work Method Statement/Permit is required prior to work commencing, demonstrating care around working at height
417076.04	L	AA Site Procedures	General procedures relating to this Body Corporate site need to be communicated to Body Corporate Unit Owners and Contractors.	Minimize	Actioned	The Body Corporate has provided Unit Owners and Contractors with the required general procedures relating to this Body Corporate
417076.05	M	Emergency Procedures	0	Minimize	Not applicable	Not required for residential units
417076.06	L	Electrical	There is no electrical hazard warning signage on the electrical meter panels facing the common area driveway on the external walls of the units.	Minimize	Actioned	Appropriated electrical hazard warning signage has been posted.
417076.07	M	Falling Fence	One of the front metal fencing panels is broken and held together with tape. Replacement of the panel required	Minimize	Complete	Repair completed on 19/02/2020.

Form 12 | Postal Voting Form

Body Corporate 417076

To: BC Chairperson/BC Manager

Unit plan: 417076

Instructions

You are entitled to vote at the Body Corporate meeting to be held at Colliers, 69 Victoria Street, Hamilton on Tuesday, 28 November 2023 at 01:00 PM 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 Chevone Lourens so that it is received by 27 November 2023.

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 at Colliers, 69 Victoria Street, Hamilton on Tuesday, 28 November 2023 at 01:00 PM

Motions

Motion	Summary	Type of resolution <i>(ordinary, special, designated)</i>	Direction on resolution <i>(Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain)</i>
1	Quorum/Attendees/Proxies	No motion	
2	Previous Minutes	Ordinary	For [] Against [] Abstain []
3	Matters Arising	No motion	
4	Colliers Service Agreement	Ordinary	For [] Against [] Abstain []
5	Chairperson/Committee Report	Ordinary	For [] Against [] Abstain []
6	Election of Chairperson	Ordinary	For [] Against [] Abstain []
7	Election of Committee and Quorum	Ordinary	For [] Against [] Abstain []
	Delegation of Powers & Duties	Special	For [] Against [] Abstain []
	Committee Report	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 – 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: Gutter Clean & Spider Spray - June 2024 - Grime Off - Admin Fund	Ordinary	For [] Against [] Abstain []
	General Maintenance: Clean Stormwater Catchpits - June 2024 - Grime Off - Admin Fund	Ordinary	For [] Against [] Abstain []
	General Maintenance: Driveway - bitumen surface repair and reprofile (total: 370 m2) -20% - Most Cost Effective Contractor - February 2024 - Sinking Fund	Ordinary	For [] Against [] Abstain []
	General Maintenance: Common and boundary fence repairs (total: 170 lm) -20% - Most Cost Effective Contractor - February 2024 - Sinking Fund	Ordinary	For [] Against [] Abstain []
13	Health & Safety - Review	Ordinary	For [] Against [] Abstain []
14	Long-Term Maintenance Plan	No motion	
15	Long-Term Maintenance Fund – Opt Out	Special	For [] Against [] Abstain []
	Long-Term Maintenance Fund – Opt In	Ordinary	For [] Against [] Abstain []
16	Optional Contingency Fund: That all available funds from the Optional Contingency Fund be transferred from a non-interest bearing account to an interest bearing investment account.	Ordinary	For [] Against [] Abstain []
	Optional Contingency Fund: That the full amount collected for the Optional Contingency Fund remain in a non-interest bearing account	Ordinary	For [] Against [] Abstain []
17	Annual Budget	Ordinary	For [] Against [] Abstain []
	Utility Interest	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.