

7 November 2024

**NZ Body Corporate Limited**

07 281 1377 | [info@nzbodycorp.co.nz](mailto:info@nzbodycorp.co.nz)

Administration to the body corporate



## **Sunridge Estate Body Corporate S62811**

**674 Ranginui Rd, RD 5, Tauranga**

### **Notice of the Annual General Meeting**

**Date:** Friday 22<sup>nd</sup> November 2024,  
**Time:** 2pm (Time Allocated: up to 2 Hours)  
**Venue:** Via Zoom (Preferred) Or NZBCL Office (limited seating) - Suite 5, 327 Matakokiri Drive, Tauranga.  
**Via - Zoom.** Zoom Link to Join the Meeting is in the email. Please click on the link and wait to be admitted,  
**Attendance** Can you please confirm your method of attendance, Zoom, In Person, Proxy, Postal.

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Dear all Body Corporate members.

Welcome to you Annual General Meeting.

Please find attached your AGM **Agenda** and supporting **Proxy** and **Postal** Vote forms.

- 1) **Agenda** and formal notice for the meeting.
- 2) **The Proxy voting form.** (if not attending, Nomination of your preferred Proxy Person),
- 3) **The Postal voting forms.** (If not attending, Submit your Postal Votes by e-mail (preferred) or post),
- 4) **The proposed draft budget for the budget.**

**Members are reminded**, that it is essential that if they are unable to attend a meeting that they appoint a proxy. Members may nominate another person, the committee chairperson, or the BC administration to vote on their behalf.

**Your Proxy Form (s102):** An eligible voter may exercise the right to vote, in person, by audio link, or by Proxy. A proxy for an eligible voter is entitled to attend and be heard at a body corporate meeting as if the proxy were the eligible voter. Your proxy may not vote unless all body corporate levies, and other amounts that are from time to time payable to the body corporate in respect of your unit, have been paid. If the general meeting is adjourned and reconvened, your proxy appointment is valid for the purposes of the reconvened meeting. **Please complete, sign and return the form supplied.**

**Your Postal Vote Form (s103):** An eligible voter or his or her proxy may exercise the right to vote at a body corporate meeting by casting a postal vote. Every postal vote must be in the prescribed form, and you must indicate your vote in the final column of the table and return the form. **Please complete, sign and return the form supplied.**

Please return your **signed nominated and named PROXY** on the form provided, and e-mail back to your convener;

Email: [tony@nzbodycorp.co.nz](mailto:tony@nzbodycorp.co.nz)

**No Later than 4pm, Friday 22 November 2024,**

#### **NOTE:**

**Your Current Chairperson is:** Derek Stembridge

**Your Current Committee is:** Derek Stembridge, Ken Scott, John Henderson, Owen Palmer, Kathy Cranch, Kevin Carmichael

#### **The NZBCL team consist of -**

**Administration Managers to the BC –** ‘NZ Body Corporate Limited’ – [tony@nzbodycorp.co.nz](mailto:tony@nzbodycorp.co.nz)

**BC Admin Management –** [bcadmin@nzbodycorp.co.nz](mailto:bcadmin@nzbodycorp.co.nz)

**BC Admin Assistant –** [info@nzbodycorp.co.nz](mailto:info@nzbodycorp.co.nz)

**Xero Accounting –** [accounts@nzbodycorp.co.nz](mailto:accounts@nzbodycorp.co.nz)

#### **The ‘Sunridge Estate Body Corporate S62811’**

**AGM Convener – Tony Brindle**

**NZ Body Corporate Limited – Administration to the Body Corporate**

**Email:** [tony@nzbodycorp.co.nz](mailto:tony@nzbodycorp.co.nz)

## **AGENDA & MOTIONS**

### **1.0 WELCOME FROM THE CHAIRPERSON & QUORUM REQUIREMENTS: (No Motion)**

Welcome to your AGM. At a general meeting of a body corporate, the persons entitled to exercise the voting power in respect of not less than 25% of the principal units or their proxies/postal votes constitute a quorum, have no outstanding monies owed to the body corporate, and provided that if the body corporate contains 2 or more members a quorum must be at least 2 members.

### **2.0 APPOINTMENT OF THE MEETING CHAIRPERSON (req11 (1c); (Ordinary Resolution)**

#### **MOTION:**

**Duties of chairperson** - to chair each general meeting (unless it is agreed at the start of a general meeting that another person will chair that meeting)

*"That NZBCL – Tony Brindle be appointed to Chair the Annual General Meeting".*

**Moved:**

**Seconded:**

**Carried/Not Carried**

### **3.0 HOUSE KEEPING: (No Motion)**

3.1 **Method of Voting** – By Unit number. All voters must be financial s 96(3). For, Against, and Abstains will be noted accordingly. If no Against votes are received, then the vote count will be **(FOR)** – and, Carried Unanimously.

3.2 **Meeting Protocol** – All speaking's through the meeting Chair.

3.3 **Zoom Procedures** – Only one person may speak at a time. The convenor may mute any participant at any time

3.4 **Emergency Procedures** – Will be explained to those present.

3.5 **Mobile Phones** – Please leave switched off during the meeting.

### **4.0 CONFLICTS REGISTER: (No Motion)**

4.1 Any conflicts of interest to be notified during the meeting.

### **5.0 APOLOGIES, PROXY, AND POSTAL VOTES: (Ordinary Resolution)**

**Apologies:**

**Proxies:**

*in favour of*

**Postal Votes:**

#### **MOTION:**

*"That the apologies, proxies and postal votes received be accepted".*

**Moved:**

**Seconded:**

**Carried/Not Carried**

### **6.0 MINUTES OF PREVIOUS AGM MEETING: (Ordinary Resolution)-(Attached)**

#### **MOTION:**

*"That the minutes of the Annual General Meeting held 24 November 2023 be approved and adopted as a true and correct record of that meeting"*

**Moved:**

**Seconded:**

**Carried/Not Carried**

6.1 Matters arising from the minutes.

### **7.0 RECEIVING OF THE CHAIRPERSON/COMMITTEE REPORT (Ordinary Resolution)**

The Chairperson has completed all its powers and duties in accordance with Section 108 (1) of the Unit Titles Act 2010 and those items outlined in Section 108 (2) (a) - (d), along with the Regulations 11(1) (a) - (m). and that **NZ Body Corporate Limited** are contracted to provide the administrative support to the Chairperson as required.

#### **MOTION:**

*"That the body corporate chairperson/committees report be accepted."*

**Moved:** Derek Stembridge

**Seconded:**

**Carried/Not Carried**

**8.0 CONFIRMATION OF THE FINANCIAL POSITION: (Ordinary Resolution) (Attached)****MOTION:**

*"That the financial Position for the period ending **30 September 2024** as presented by NZ Body Corporate Limited compiled within the body corporate Xero accounting be approved".*

**Moved:****Seconded:****Carried/Not Carried****9.0 AUDIT/REVIEW/VERIFICATION (Special Resolution)****MOTION:**

*"That in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended **30 September 2024**."*

**Moved:****Seconded:****Carried/Not Carried****10.0 HEALTH & SAFETY OBLIGATIONS: (Ordinary Motion) - BC Administration Managers Note:**

*The Body Corporate is considered a Person Conducting a Business or Undertaking (PCBU) and is obligated to comply with the Health & Safety at Work Act 2015. This obligation applies to the safety of common property, the Health & Safety of Occupants within the building in relation to the property and building assets, and when the Body Corporate engages a contractor to carry out work to the common property, or to building elements or infrastructure that serve or relate to more than one unit. A Unit Owner engaging a contractor to carry out work to a private unit which does not involve working at height, on common property (or part thereof), or to building elements or infrastructure that serve or relate to more than one unit must make their own enquiries as to the suitability of the work safe methods of the contractors they engage. Private work arranged by unit owners to their private units falls outside of the body corporate's Health & Safety obligations. A Body Corporate's failure to comply with their obligations and duties risks significant penalties and fines.*

**MOTION:**

*"That the Body Corporate in conjunction with (NZBCL – Admin to the BC) will continually review and update all associated items including the hazard register for the complex, inducting and assessing the suitability of contractors to ensure the body corporates duties and obligations under the Health & Safety at Work Act 2015 are reasonably discharged where practicable"*

**Moved:****Seconded:****Carried/Not Carried****11.0 INSURANCE: (Ordinary Resolution)****MOTION:**

*"That the Body Corporate agrees that the -*

- i. Insurance cover be placed for full re-instatement value through the Broker's **Rothbury Insurance Brokers**, and underwritten by **NZI Insurance Company** for the period **22 July 2024 to 22 July 2025** at the quoted premium, and*
- ii. The Body Corporate agrees to continue with 'Office Bearers' Liability insurance, for the elected officers conducting Body Corporate business.*
- iii. The owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess..*

**Moved:****Seconded:****Carried/Not Carried:****12.0 LONG-TERM MAINTENANCE PLAN (LTMP) (Ordinary Resolution)**

*The Unit Titles Amendments Act 2022 requires bodies corporate to obtain a Long-term Maintenance Plan covering 10 years, and to levy owners sufficiently to meet the associated projected costs. The plan is required to be reviewed every three years by an independent, or more frequently if maintenance matters arise*

**MOTION:**

*"That in accordance with the provisions of (s116) of the Unit Titles Act 2010 the Body corporate will as and when required engage a suitable qualified independent professional to prepare the (LTMP) and that the Body Corporates obligations under (s30(2) of the Unit Titles Regulations 2011 and in conjunction with 'NZ Body Corporate Limited' will update its (LTMP) every three (3) years and/or continually review and update all associated items pertaining to the Long-Term Maintenance Plan (LTMP) on a regular basis, and that the Body Corporate is to arrange the required maintenance set out in the plan as and when required.*

**Moved:****Seconded:****Carried/Not Carried**

**13.0 LONG TERM MAINTENANCE FUND (Special Resolution) - BC Administration Managers Note**

*A Body Corporate by default is required to levy owners for projected long-term maintenance costs in accordance with the plan to be held separately from all other funds, in accordance with (s117) of the Act, unless it decides otherwise*

**MOTION:**

*"That the Body Corporate agrees to raise and collect Long-term maintenance contributions of \$7,000 inclusive of GST for the forthcoming 12 months and any excess monies from the prior budget to be set-aside into the Long-term Maintenance Fund (LTMF). The fund may only be applied towards spending relating to the long-term maintenance plan, and state the amount determined by the body corporate to be applied to maintain each fund item associated to that item each year and must, by special resolution, approve any amount to be spent on any (1) one maintenance item if the amount exceeds the amount specified for that item in the long-term maintenance plan by more than 10%.*

**Moved:****Seconded:****Carried/Not Carried:****14.0 BUDGET (Attached)****MOTION:**

- a) *"That by Ordinary Resolution; the proposed budget of \$76,833.33 be resolved as drafted inclusive of GST for the 12- month period 1 November 2024 to 31 October is to be raised by equal apportionment and payable in One (1) Lump Sum (preferred) or Four (4) – instalments per annum (1 December 2024, 1 February 2025, 1 May 2025, 1 August 2025), - on the 1<sup>st</sup> day of each month and Due - 28<sup>th</sup> of the same month".*

**Moved:****Seconded:****Carried/Not Carried****MOTION:**

- b) *"That by Ordinary Resolution; pursuant to the provisions of Regulation 17 of the Unit titles Act 2011, the body corporate gives its approval for the Chair/Committee to enter into all necessary obligations on a commercial basis that will give effect to any expenditures provided in the budget".*

**Moved:****Seconded:****Carried/Not Carried****14.1 BC Administration Managers Note:**

*The Body Corporate owners acknowledge that they have been advised by NZ Body Corporate Limited that the levies should be raised in accordance with the legislative requirements of s121(2), and that the raising of the levies by equal apportionment is ultra vires to the Unit Titles Act 2010 and they therefore may be potentially exposed, and furthermore the BC agrees to indemnify NZ Body Corporate Limited.*

**15.0 LEVY COLLECTION: (Ordinary Resolution)****MOTION:**

*"That in accordance with the provisions of Sections 124 – 128 of the Unit Titles Act 2010: the Body Corporate Chairperson/Committee is authorised to instruct NZ Body Corporate Limited to recover any unpaid levies, or other unpaid debt owed by a unit owner to the body corporate, collectively, with interest set at 10% per annum and any additional costs incurred in collection of the debt, using the NZ Body Corporate Limited collection process as so (noted below), which may include an application to the appropriate decision maker".*

**Moved:****Seconded:****Carried/Not Carried****NZ BODY CORPORATE LIMITED (NZBCL) LEVY COLLECTION PROCESS:**

*(NZBCL) Levy Collection Procedure is to e-mail/send an arrears notice at –*

- ⌄ 7 days overdue, e-mail/send a **reminder letter** -*
- ⌄ 14 Consecutive days overdue stating interest at **10% per annum** will be applied (administrative fees in accordance with the debt collection process will be applied),*
- ⌄ 14 Consecutive days overdue e-mail/send first Levy arrears **first demand letter** \$95 + GST- (administrative fees in accordance with the debt collection process will be applied),*
- ⌄ 14 Consecutive days overdue e-mail/send a **second & Final Demand letter** \$95 + GST - (administrative fees in accordance with the debt collection process will be applied) advising legal action will be instigated if the debt remains unpaid within 14 days from date of final demand letter. –*
- ⌄ The Body Corporate Administration Manager will obtain direction from the Body Corporate or its elected Chair/Committee in respect of collecting the debt through official means (**Tribunal/Debt Collection Agency/Court**), all costs incurred through this process will be levied against and recovered in full of the defaulting Unit Owner.*

☞ All reasonable costs associated with debt recovery, together with penalty interest at a rate of 10% per annum will be on-charged to the unit owner in default pursuant to Sections 124(2) and 128 of the Unit Titles Act 2010. All unit owners will be communicated with via their preferred method of contact. The Body Corporate may from time to time change the procedure. NZBCL collection process is effective as of 1 December 2023.

#### 16.0 **ELECTION OF A BODY CORPORATE CHAIRPERSON:** (Ordinary Resolution)

At the Annual General Meeting, the body corporate **must** nominate and elect a chairperson in accordance with s89(2) of the UTA Act 2010 and (reg10) of the Regulations 2011 by Ordinary Resolution. A candidate for election as Chairperson must be nominated by another unit owner in the unit title development and consent to the nomination.

**Proposed:** Derek Stembridge

**Nominated by:** Jan Viljoen

#### **MOTION:**

**"That Derek Stembridge** be appointed as Chairperson of the Body Corporate under Regulation 10, as of the date of this resolution until the next AGM".

**Moved:** Jan Viljoen

**Seconded:**

**Carried/Not Carried**

#### **Reg10 - Election of chairperson**

A body corporate must elect a chairperson by ordinary resolution at every annual general meeting of the body corporate

#### 17.0 **DELEGATION OF THE BODY CORPORATE DUTIES AND POWERS** (Special Resolution)

#### **MOTION:**

**"That** all powers and duties of the Body Corporate Chairperson be delegated to the Body Corporate under Regulation 11(2) & 11(3). That the Body Corporate report annually on this delegation and this delegation remains in effect until such time as rescinded by the body corporate as of the date following the date of this resolution".

**Moved:**

**Seconded:**

**Carried/Not Carried**

#### 18.0 **FORMATION OF THE COMMITTEE & QUORUM:** (s112) - (Ordinary Resolution) - **BC Administration Managers Note:**

The Unit Titles Amendment Act 2022 requires Nominees to meet the eligibility criteria, prior to being elected, and must adhere to the Committee Member Code of Conduct, and declare on an on-going basis, conflicts of interest in relation to their committee positions under section 114A and 114B of the Unit Titles Amendment Act 2022. Therefore, it is a prerequisite for eligibility that nominees understand the Unit Titles Act and the "Code". The Body Corporate Chairperson will by default automatically become a Committee Member/Chairperson, unless, at its AGM, the Body Corporate decides by ordinary resolution that the Chairperson of the committee should instead be a person that is elected to the Committee (by the process prescribed in the regulations).

#### **MOTION:**

(a) **"That** the Body Corporate will form a committee comprising of those Unit Owners listed, **Maximum Seven (7), Minimum Five (5)** members and a Quorum will be no less than **Three (3)**".

**Moved:**

**Seconded:**

**Carried/Not Carried**

#### **MOTION:**

(b) **"That** the named nominees listed be declared elected as the Committee in accordance with the provisions of Section112(2) of the Unit Titles Act 2010, and Regulations 22 and 24 in the Unit Titles Regulations 2011 until the next held AGM of the Body Corporate."

#### **Those nominated for election to the Committee are:**

| <b>Name</b>      | <b>Unit</b> | <b>Name</b>      | <b>Unit</b> |
|------------------|-------------|------------------|-------------|
| Ken Scott        | (2)         | John Henderson   | (4)         |
| Owen Palmer      | (13)        | Jan Viljoen      | (22)        |
| Derek Stembridge | (18)        | Kevin Carmichael | (19)        |

**"That** the named nominees be declared elected as the Committee in accordance with the provisions of Section112(2) of the Unit Titles Act 2010, and Regulations 22 and 24 in the Unit Titles Regulations 2011 until the next held AGM of the Body Corporate".

**Moved:**

**Seconded:**

**Carried/Not Carried**

**19.0 COMMITTEE CONFLICTS REGISTER - (Ordinary) Resolution) - BC Administration Managers Note:**

The Unit Titles Amendment Act 2022 requires that a committee conflict of interest register be kept, and committee members, on an ongoing basis, disclose any (financial) conflicts of interest arising, with the nature of that conflict. The conflicts register must be circulated with the AGM agenda under Regulation 6(5)(ca).

**MOTION:**

*"That the Body Corporate acknowledges the provision of the committee "conflict of interest" register as attached, to all unit owners, and prior to committee elections being held".*

**Moved:****Seconded:****Carried/Not Carried****20.0 DELEGATION OF THE BODY CORPORATE DUTIES AND POWERS TO COMMITTEE - (Special Resolution)****MOTION:**

*"That the Body Corporate agrees to delegate ALL powers and duties of the Body Corporate to the Committee under Section 108(1) of the Unit Titles Act 2010, with the exception of those duties and powers listed under Section 108(2) until such time as rescinded by the Body Corporate and provide a written Notice of that delegation to each elected committee member, as of the date following the date of this resolution".*

**Moved:****Seconded:****Carried/Not Carried****21.0 GENERAL BUSINESS (No Motion)**

*There may be items listed under general business, however these in some cases are simply listed to make you all aware of them. Most will be able to be dealt with in and by your Chairperson and BC Administration.*

*The General Meeting is only able to discuss matters that are on the agenda and have been sent out to unit owners in advance to be voted on (s101(3)). Any matter that is not on the agenda for the general meeting may be discussed at the meeting. Unless all the eligible voters are present at the meeting, no resolution may be voted on or made in respect of that matter except to include that matter on the agenda for a subsequent general meeting.*

**21.1 PU6 – Please advise of any outstanding monies. NZBCL – Any reference to monies outstanding are in the end of year financials (attached).**

As there was no further business the meeting closed at                      pm. The members were thanked for your attendance.

**NZ Body Corporate Limited**

For, and on behalf of 'Sunridge Estate Body Corporate S62811',

**Derek Stembridge****Dated; Friday 22 November 2024,**

'Chairperson to the Body Corporate'

**Tony Brindle****Dated; Friday 22 November 2024,**

'Administration to the Body Corporate''

## **Motions:**

|                             |   |
|-----------------------------|---|
| <b>Ordinary Resolution:</b> | <i>For an ordinary resolution to pass, a majority of eligible voters who vote on the resolution must vote in favour of the resolution – <b>Example</b> - if there are 10 principal units and only 7 owners vote, To pass there must be <u>at least 4 votes in favour</u>.</i>                   |
| <b>Special Resolution:</b>  | <i>For a special resolution to pass, 75 percent or more of eligible voters who vote on the resolution must vote in favour of the resolution - <b>Example</b> - if there are 10 principal units and only 7 owners vote, To pass there must be <u>at least 6 votes in favour</u></i>              |
| <b>Mortgagee Consent:</b>   | <i>An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote s96(5). Unless advised otherwise, the chairperson will assume that permission has been granted.</i> |
| <b>Poll Vote Request:</b>   | <i>If you attend the meeting and vote on the matter, you can request a poll. In a poll, each vote is weighted according to ownership interest. A person with a larger interest has more of a say than a person with a smaller interest. The result of the poll then becomes the resolution.</i> |
| <b>Electronic Voting:</b>   | <i>An eligible voter may exercise the right to vote at a body corporate meeting by casting a vote electronically before or during a meeting, and must be cast in accordance with the regulations (s103a)</i>  |

## **NOTES**

- a) *A person entitled to vote shall do so in accordance with the Unit Titles Act 2010 (section 96). Any person entitled to vote may in writing appoint a proxy to attend and vote on their behalf or vote by postal vote. The proxy applies to this meeting and any adjournment thereof. If the text of a motion is materially altered at the meeting, then the postal vote will not be counted in the voting.*
- b) *Where the unit owner is a body corporate or an unincorporated body, proxy and / or postal voting forms must be signed by the representative (recorded in the register of unit owners) of the unit owner.*
- c) *As an eligible voter, the owners name must be entered in the register of owners. Voters representing corporate owners or units owned by multiple parties must be properly appointed before the commencement of the meeting.*
- d) *To be an eligible voter, all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of his or her unit must be paid in full as at the date of the meeting section 96(3).*
- e) *An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote. A mortgagee must give written notice to the body corporate if it intends to exercise a vote on behalf of the owner under section 96(7)(b) of the Unit Titles Act 2010.*
- f) *Please note that if you have any outstanding amounts on the date of the **Annual General Meeting**, you are eligible to be counted towards the quorum (s95) but not vote (s96). Except as otherwise provided for in the Unit Titles Act 2010 and the regulations.*
- g) *At a general meeting of a body corporate, the persons entitled to exercise the voting power in respect of not less than 25% of the principal units or their proxies constitute a quorum, provided that if the body corporate contains 2 or more members a quorum must be at least 2 members.*
- h) *A general meeting of a body corporate may proceed without a quorum if the persons who have cast postal votes together with those present are entitled to exercise the voting power in respect of not less than 25% of the principal units in the unit title development.*
- i) *If quorum is not present, and reg13(1) of the UTA Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later at the same time and place unless all unit owners are notified of a change at least 3 days before. The reconvened meeting must proceed, whether a quorum exists or not.*
- j) *Except as otherwise provided for in the Act and the regulations, no business may be transacted at a general meeting of the body corporate unless a quorum is present at the time.*
- k) *If a poll is requested, your Ownership/Utility Interest will be counted as part of the poll. If no poll is requested your Postal Vote will be counted as 1 vote.*
- l) *The attached Proxy Appointment Form and Postal Voting Form are part of this Notice of the Extraordinary General Meeting*
- m) *Please remember that all minutes of the AGM meeting, are available to any prospective purchaser at any time on request. Therefore, the minutes should always depict positiveness and accuracy.*



**PROXY APPOINTMENT FORM**  
**Section 102(3), Unit Titles Act 2010**

**Annual General meeting**  
**Body Corporate Number: S62811**

If you are unable to attend the Annual General Meeting, please consider appointing a proxy to attend and vote in your place. This will assist the BC to ensure the meeting has the necessary numbers for a quorum.  
 Please complete this form, sign below and return.

We/I, \_\_\_\_\_ of (address) \_\_\_\_\_

being the Owner/Owners of Unit \_\_\_\_\_ and therefore an eligible voter within the meaning of section 96(1) of the Unit titles Act 2010, hereby appoint, (Insert Name) \_\_\_\_\_ as the owner's proxy for the purposes of the general meeting of the body corporate to be held on; **Friday 22 November 2024 at 2pm**

**Please Return the completed form to;**

**Email: [tony@nzbodycorp.co.nz](mailto:tony@nzbodycorp.co.nz) so that it is received by 4pm Thursday 21 November 2024**

| Motions | Summary  | Resolution Required:<br>(ordinary, Special, Designated) |
|---------|--|---|
| Motions | Summary  | Resolution Required:<br>(ordinary, Special, Designated) |
| 1.      | Welcome  | No Motion   |
| 2.      | Appointment of Meeting Chairperson (reg11 (1c))                    | Ordinary  |
| 3.      | House Keeping  | No Motion   |
| 4.      | Conflicts  | No Motion   |
| 5.      | Apologies, Proxy, and Postal Votes                                 | Ordinary  |
| 6.      | Minutes of the Previous AGM Meeting                                | Ordinary  |
| 7.      | Chairperson's Report   | Ordinary  |
| 8.      | Confirmation of the Financial Position                             | Ordinary  |
| 9.      | Audit/Review/Verification  | Special   |
| 10.     | Health & Safety  | Ordinary  |
| 11.     | Insurance  | Ordinary  |
| 12.     | Long-Term Maintenance Plan   | Ordinary  |
| 13.     | Long-Term Maintenance Fund   | Special   |
| 14.     | Budget a)<br>Budget b)   | Ordinary<br>Ordinary                                    |
| 15.     | Levy Collection  | Ordinary  |
| 16.     | Election of a Body Corporate Chairperson                           | Ordinary  |
| 17.     | Delegation of the Body Corporate Duties & Powers                   | Special   |
| 18.     | Formation of the Committee & Quorum (a)<br>Nominated Committee (b) | Ordinary<br>Ordinary                                    |
| 19.     | Committee Conflicts Register                                       | Ordinary  |
| 20.     | Delegation of the Body Corporate Duties & Powers to the Committee  | Special   |
| 21.     | General Business   | No Motion   |

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 of eligible voter of eligible voter

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 of eligible voter of eligible voter



**Notes**

1. *If the meeting is being held via Zoom and you are unable to attend, for ease, you can appoint your Body Corporate Administration Manager as your proxy to enable a quorum to be achieved.*
2. *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.*
3. *The full text of motions is contained in the Notice of general meeting, a copy of which should be provided to the proxy.*
4. *Your proxy may not vote unless all body corporate levies, and other amounts that are owed in respect of your unit, have been paid.*
5. *If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit must sign the form.*
6. *If the unit is owned by more than one person, every owner must sign the form.*
7. *If the unit is owned by more than one person, one of the unit owners may be appointed as proxy.*

**POSTAL VOTING FORM**  
**Section 102(3), Unit Titles Act 2010**

**Annual General meeting**  
**Body Corporate Number: S62811**

**Instructions.**

You are entitled to vote at the Body Corporate meeting to be held **on, Friday 22 November 2024 at 2pm**, by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to; e-mail [tony@nzbodycorp.co.nz](mailto:tony@nzbodycorp.co.nz) so that it is received by **4pm, Thursday 21 November 2024**

**We/I,** \_\_\_\_\_ **of (address)** \_\_\_\_\_

\_\_\_\_\_, being the owner/s of Unit \_\_\_\_\_ and therefore an eligible voter within the meaning of section 96(1) of the Unit Title's Act 2010, intend to cast the following postal vote(s) at the above meeting of the body corporate (or adjournment thereof).

| Type of resolution | Voting Procedure   |
|--------------------|--|
| Ordinary           | Requirements to pass: Simple majority of the quorum of eligible voters |
| Special            | Requirements to pass: 75% of the quorum of eligible voters             |

| Motions | Summary  | Resolution Required:<br>(ordinary, Special, Designated) | Vote<br>For – Against – Abstain  |
|---------|--|---|--|
| 1.      | Welcome  | No Motion   |  |
| 2.      | Appointment of Meeting Chairperson (reg11 (1c))                    | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 3.      | House Keeping  | No Motion   |  |
| 4.      | Conflicts  | No Motion   |  |
| 5.      | Apologies, Proxy, and Postal Votes                                 | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 6.      | Minutes of the Previous AGM Meeting                                | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 7.      | Chairperson's Report   | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 8.      | Confirmation of the Financial Position                             | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 9.      | Audit/Review/Verification  | <b>Special</b>  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 10.     | Health & Safety  | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 11.     | Insurance  | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 12.     | Long-Term Maintenance Plan   | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 13.     | Long-Term Maintenance Fund   | <b>Special</b>  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 14.     | Budget a)  | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 15.     | Levy Collection  | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 16.     | Election of a Body Corporate Chairperson                           | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 17.     | Delegation of the Body Corporate Duties & Powers                   | <b>Special</b>  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 18.     | Formation of the Committee & Quorum (a)<br>Nominated Committee (b) | Ordinary<br>Ordinary                                    | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/><br>For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/> |
| 19.     | Committee Conflicts Register                                       | Ordinary  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 20.     | Delegation of the Body Corporate Duties & Powers to the Committee  | <b>Special</b>  | For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>   |
| 21.     | General Business   | No Motion   |  |

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

|       |                   |                   |
|-------|-------------------|-------------------|
| Date: | Signature:        | Signature:        |
|       | of eligible voter | of eligible voter |
| Date: | Signature:        | Signature:        |
|       | of eligible voter | of eligible voter |

**Notes**

1. *If the meeting is being held via Zoom and you are unable to attend, for ease, please submit your Postal Voting form to show your clear voting preferences and to enable a quorum to be achieved.*
2. *The body corporate completes the instructions section and text of the motions. You should complete the postal vote section and the vote section.*
3. *Your postal votes will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.*
4. *If a poll is requested, your ownership/utility interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote.*
5. *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.*
6. *If a quorum is not present at the general meeting of the body corporate, the 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.*
7. *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.*
8. *If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.*