

12 July 2023

SUNRIDGE ESTATE BODY CORPORATE S62811

674 Ranginui Rd, RD 5, Tauranga

Committee Meeting Minutes

Held - Via Zoom – and at Suite 5, 327 Matakokiri Dr, Tauriko, Tauranga 3107

Held on - Wednesday 12th July, at 10.30am



Elected Committee Present:

In Person - Derek Stembridge (18) (BC/Com Chairperson), Ken Scott (2), John Henderson (4), Owen Palmer (13), Kathy Cranch (14),
Via Zoom – (Nil)

NZBCL - Tony Brindle- Administration to the Body Corporate.

AGENDA:

1.0 **WELCOME & QUORUM REQUIREMENTS:** *No less than three (3) Committee Members.*

2.0 **ELECTION OF MEETING CHAIRPERSON:**

That Tony Brindle (NZBCL) Shall Chair the Meeting."

Moved: Owen Palmer (13)

Seconded: Derek Stembridge (18)

Carried.

3.0 **CONFLICTS REGISTER & CODE OF CONDUCT:** *(No Motion) – (No conflicts Registered)*

3.1 **Code of Conduct:** s114(A)- *The members of a Body Corporate Committee must comply with the Code of Conduct for Committee members prescribed in the regulations 28A – Schedule 1A.*

4.0 **APOLOGIES:** *Graham Divehall (11)*

"That the apologies received be accepted."

Moved: John Henderson (4)

Seconded: Kathy Cranch (14)

Carried.

5.0 **MINUTES OF COMMITTEE MEETING:** *(Attached)*

"That the minutes of the Committee Meeting held on the 1 November 2022 be approved and adopted as a true and correct record of that meeting."

Moved: John Henderson (4)

Seconded: Derek Stembridge (18)

Carried.

5.1 **Reference Points of that meeting**

7.2 - **Defibrillator** - *Action point – John explained that all was working well with the placement and possible use when required.*

6.0 **CONFIRMATION OF THE FINANCIAL POSITION:** *as of 5 July 2023.*

00- BNZ Cheque Account	\$52,904.42
97- BNZ Contingency Savings Account	\$7,930.03
83- BNZ LTMF	\$27,389.94
50- BNZ Sewerage LTMF	\$5,295.35

TOTAL **\$93,519.74**

"By Ordinary Resolution, that the financial position as presented to the meeting be accepted as a true and accurate record of the Body Corporate".

Moved: Owen Palmer (13)

Seconded: Kathy Cranch (14)

Carried.

6.1 **Levy Arrears** - Discussions commenced regarding the Levy arrears by some owners. It appears that they might not realise that they may be in Levy arrears. NZBCL explained and showed how the history regarding Owner's notifications were noted within Xero. The collection procedures were further explained as per the AGM resolutions. Owen and John explained that some owners did not have computers, therefore required items to be posted. Postage would be at a cost to the Owner/s requesting this option. NZBCL will check the Levy arrears and notify those Owners of their current position.

7.0 GENERAL BUSINESS:

7.1 **AGM Meeting Date** – Friday 25th November 2022 @2pm

7.2 **Committee Meeting Dates** - TBC

7.3 **Gates** –Robbie Shaw has sent follow up emails – The gates will now remain open between 7.30am and 5.30pm.- This will save the electronics of the gates which will prolong their work expectancy.

7.4 **Committee Meet Only Summary** – **Action point** - No further actions required.

7.5 **Insurance** – NZBCL informed the Committee that all Common Area and Office Bearers Insurance was in place. Homeowners are reminded that as they are insuring their own individual homes, that they must supply the Certificate of Insurance to the Body Corporate as proof of insurance.

As there is no further business the meeting closed at **11.30am**. The members were thanked for their attendance.

NZ Body Corporate Limited

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

Derek Stenbridge (18)

Dated; 12 July 2023.

'BC & Committee Chairperson'

Tony Brindle

Dated; 12 July 2023.

'Administration to the Body Corporate'