

6 November 2023

**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 24 November 2023,  
**Time:** 2pm (Time Allocated: up to 2 Hours)  
**Venue:** On site NZBCL Offices – Suite 5, 327 Matakokiri Drive, Tauriko, Tauranga 3170  
**Via - Zoom.** Preferred Option. (Click on the email link and wait to be admitted on the day),  
**Attendance** Can you please confirm your method of attendance, In Zoom, Person, Proxy, Postal.

---

Dear all Body Corporate members.

Welcome to your 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.**

**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.**

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, Thursday 23 November 2023.**

**NOTE:**

**Your Current Chairperson** is - Derek Stembridge (18)

**Your Current Committee** are - Ken Scott (2), John Henderson (4), Owen Palmer (13), Graham Divehall (11), Kathy Cranch (14), Derek Stembridge (18)

**The NZBCL team consist of -**

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

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

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

**Xero Accounting** – Tina, Theresa, Marielle - [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) or to Suite 5, 327 Matakokiri Drive, Tauranga 3170

## **AGENDA & MOTIONS**

### **1.0 WELCOME FROM THE CHAIRPERSON & QUORUM REQUIREMENTS:**

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, 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 (reg11 (1c); (Ordinary Resolution)**

**Duties of meeting 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 Tony Brindle - NZBCL be appointed to Chair the Annual General Meeting".*

**Moved:**

**Seconded:**

**Carried/Not Carried**

### **3.0 HOUSE KEEPING:**

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 to the meeting Chair during the meeting.

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

**Apologies:**

**Proxies:** [                      ] ( )      in favour of                      [                      ]

**Postal Votes:**

*"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)**

*"That the minutes of the Annual General Meeting held 25 November 2022 be approved and adopted as a true and correct record of that meeting"..*

**Moved:**

**Seconded:**

**Carried/Not Carried**

### **7.0 RECEIVING OF THE ANNUAL 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.

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

**Moved:**

**Seconded:**

**Carried/Not Carried**

### **8.0 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 (18)

**Nominated by:** John Henderson (4)

***“That Derek Stembridge (18) be appointed as Chairperson of the Body Corporate under Regulation 10, as of the date of this resolution until the next AGM”.***

**Moved:** John Henderson (4)

**Seconded:**

**Carried/Not Carried**

**9.0 FORMATION OF THE COMMITTEE & QUORUM: (s112) – (Ordinary Resolution)**

**s112(2)** - A Body Corporate of a large unit title development must form a body corporate committee unless the body corporate, by special resolution, decides not to form a body corporate committee.

**s112A - (1a&b)** - The Chairperson of a Body Corporate is, **(a)** a member of its Body corporate Committee; and **(b)** the Chairperson of the Body Corporate Committee, **or, (2)** Subsection (1)(b) applies unless, at its annual general meeting, 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)

***“That by Ordinary Resolution; 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**

**And - 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)	Kathy Cranch	(14)
Derek Stembridge	(18)	Kevin Carmichael	(19)

***“That the named nominees be declared elected as the Committee in accordance with the provisions of Section 112(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**

**10.0 DELEGATION OF THE BODY CORPORATE DUTIES AND POWERS s108(1), reg11(a-m) (Special Resolution)**

***“That the body corporate delegates to the Committee:***

*pursuant to s108(1) & s109 of the Unit Titles Act 2010 until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under s108(2); provided that in accordance with (s110), no delegation affects or prevents the performance of any duty or exercise of any power by the Body Corporate, or effects the responsibility of the body corporate for the actions of the body corporate committee acting under the delegation, and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties as set out in Regulation 11 – (1)(a – m) along with all other Body Corporate Chairperson powers and duties conferred elsewhere by the Unit Titles Act 2010 and Unit Titles Regulations 2011, are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis (or more often as the Committee deems necessary) regarding its performance of these powers and duties, and that the delegation does not enable the Committee to rescind or override resolutions and directives passed at a general meeting, nor act in contradiction to any restrictions (financial or otherwise) placed on the Committee either contained within the Body Corporate Operational Rules or passed at a general meeting”*

**Moved:**

**Seconded:**

**Carried/Not Carried**

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

***“That the financial Position for the period ending 30 September 2023 as presented by NZ Body Corporate Limited – via the BC Xero accounting be approved”.***

**Moved:**

**Seconded:**

**Carried/Not Carried**

**12.0 AUDIT/REVIEW/VERIFICATION - (Special Resolution)**

***“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 2023.”***

**Moved:**

**Seconded:**

**Carried/Not Carried**

- 13.0 PROPOSED DRAFT OPERATING BUDGET for year ending 30 September 2024 (Ordinary Resolution) - (Attached)**  
*"That in accordance with (s121) of the Unit Titles Act 2010, for the year ending 30 September 2024, that the Operating Fund budget, set at \$65,398.64 inclusive of GST, is to be raised by equal apportionment and payable, in One (1) lump payment 28 days after the date of the invoice Dated 1 December 2023 - being 29 December 2023, **OR**, By four (4) instalments per annum (1 December 2023, 1 February 2024, 1 May 2024, 1 August 2024), with the date payable being 28 days after the date of that invoice, and,*  
*that the chair/committee are authorised under Regulation 17 of the Unit Titles Regulation 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget.*

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

- 13.1 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.*

- 14.0 LEVY COLLECTION: (Ordinary Resolution)**  
*"That 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 and 14 days overdue, e-mail/send a reminder letter at 28 days overdue stating interest at 10% per annum will be applied (administrative fees in accordance with the debt collection process will be applied), at 42 days overdue e-mail/send a demand letter (administrative fees in accordance with the debt collection process will be applied), at 60 days overdue e-mail/send a Final Demand letter (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, with any costs incurred in the collection of the debt recoverable from the unit owner.

- 15.0 INSURANCE: (Ordinary Resolution)**  
**"That the Body Corporate agrees that the**  
 i. Insurance cover be placed for full re-instatement value of the common property through the Broker's **Rothbury Insurance Brokers**, and underwritten by **NZI Insurance Company** for the period **22 July 2023 to 22 July 2024** 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  
 iv. All individual Owners have agreed to Insure their own Unit Title stand alone homes. Owners are requested to supply a COC as proof of Insurance to NZBCL.

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

- 16.0 LONG TERM MAINTENANCE FUND (Special Resolution)**  
**"That the Body Corporate shall continue with the long-term maintenance fund to be held separately from all other funds, in accordance with (s117) of the Act as at the date following the date of this resolution. And:**  
*The amount of \$7,000 and any excess monies from the prior budget be transferred from the operating account into the 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**

**17.0 HEALTH & SAFETY: (Ordinary Motion)**

*"That the Body Corporate in conjunction with 'NZ Body Corporate Limited' will continually review and update all associated items including the hazard register for the complex, pertaining to the Health and Safety at work Act 2015 that came into force in April 2016, on a regular basis.*

**Moved:****Seconded:****Carried/Not Carried****17.1 Health & Safety at work Act 2015 (noting)**

*The HSWA introduces the concept of a Person Conducting a Business or Undertaking (PCBU) as the principal duty holder. A legal opinion received, is that, as the Body Corporate will carry out work from time-to-time which this work is considered to be an "undertaking" it is therefore a PCBU. PCBUs are also directed to induct contractors to their site when they attend to work in the common areas. When engaging a contractor to work in the common areas, prior to the contractor commencing their work, the Committee/Building Manager/or any applicable party is to provide the contractor with a copy of the Body Corporate's H&S Plan and confirm that the contractor also has an appropriate H&S Plan in place for themselves as a contractor.*

**18.0 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.*

**18.1 PROPOSED FUTURE MEETING DATE FOR THE AGM**

*Next Proposed AGM - Friday 22 November 2024 @2pm*

- 18.2 PU6 - Robbie Shaw – Committee;** *Sunridge Committee becomes more active in communicating with Owners – moving towards building the Sunridge community – to be an even better place to reside. Also, to hold more meetings – either informal or formal. NZBCL – there is provisions to hold four (4) business meetings (Committee Only) per year (if required)*  
**Discussions -** *There needs to be discussions on the Body Corporate, Grounds, Gardens, as there is a need for upgrading.*

*Please place these in your calendar as you may wish to contribute agenda items for discussion at that meeting.*

*As there is no further business the meeting closed at                      pm. The members are thanked for your attendance.*

**Derek Stembridge (18)**

**Dated; Friday 25 November 2022,**

**'Chairperson of the Body Corporate'**

**Tony Brindle**

**Dated; Friday 25 November 2022,**

**'Administration to the Body Corporate'**

**Note:**

*Completion of the General Business will signal the conclusion of this AGM, and the Committee (If selected) will be asked to stay behind for the first Committee meeting brief and to receive their delegation of duties.*



## **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 owners proxy for the purposes of the general meeting of the body corporate to be held on; **Friday 24 November 2023 @ 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 23 November 2023**

Motions	Summary	Resolution Required: (ordinary, Special, Designated)
1.0	Welcome	No Motion
2.0	Appointment of Meeting Chairperson (reg11 (1c))	Ordinary
3.0	House Keeping	No Motion
4.0	Conflicts Register	No Motion
5.0	Apologies, Proxy, and Postal Votes	Ordinary
6.0	Minutes of the Previous AGM Meeting	Ordinary
7.0	Receiving of the Annual Committee/Chairperson Report	Ordinary
8.0	Election of a Body Corporate Chairperson	Ordinary
9.0	Formation of the Committee & Quorum	Special
10.0	Delegation of the Body Corporate Duties and Powers	Special
11.0	Confirmation of the Financial Position	Ordinary
12.0	Audit/Review/Verification	Special
13.0	Budget	Ordinary
14.0	Levy Collection	Ordinary
15.0	Insurance	Ordinary
16.0	Long-Term Maintenance Fund	Special
17.0	Health & Safety	Ordinary
18.0	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, 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 245 November 2023 @ 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 23 November 2023**

**Postal vote**

**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: (ordinary, Special, Designated)	Vote (For, Against, Abstain)
1.0	Welcome	No Motion	
2.0	Appointment of Meeting Chairperson (reg11 (1c))	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
3.0	House Keeping	No Motion	
4.0	Conflicts Register	No Motion	
5.0	Apologies, Proxy, and Postal Votes	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
6.0	Minutes of the Previous AGM Meeting	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
7.0	Receiving of the Annual Committee/Chairperson Report	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
8.0	Election of a Body Corporate Chairperson	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
9.0	Formation of the Committee & Quorum	Special	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
10.0	Delegation of the Body Corporate Duties and Powers	Special	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
11.0	Confirmation of the Financial Position	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
12.0	Audit/Review/Verification	Special	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
13.0	Budget	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
14.0	Levy Collection	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
15.0	Insurance	Ordinary	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
16.0	Long-Term Maintenance Fund	Special	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
17.0	Health & Safety	Ordinary Motion	For <input type="checkbox"/> Against <input type="checkbox"/> Abstain <input type="checkbox"/>
18.0	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.*