

Minutes of the Annual General Meeting of Body Corporate 578172  
held on Wednesday 17<sup>th</sup> December 2025, 5:00 pm at 525 Manukau Road, Epsom  
and by way of a virtual meeting using Microsoft Teams

## **PRESENT:**

Nicole Scheid	PU 29	
Sarah Fenwick	PU 25	(Joined virtually via MS Teams)
Xingcai (Bob) Li	PU 38	(Joined virtually via MS Teams)
Alistair Laing	PU 1	(Joined virtually via MS Teams)
Robbie Walker	PU 16	(Joined virtually via MS Teams)
Awisya Syed	PU 22	(Joined virtually via MS Teams)
Deanna Woodfield	PU 10	(Joined virtually via MS Teams)
Courtney Cheer	PU 34	(Joined virtually via MS Teams)
Atul Patel	PU 36	(Joined virtually via MS Teams)
P & A Stockwell	PU 3	(Joined virtually via MS Teams)
Lina Koia (Crockers Body Corporate Management Limited)		
(As recorded on the Attendance Register)		

## APOLOGIES:

B & T Tarm  
H Andrew

## PROXIES:

D Woodfield (left meeting early) PU 10 In Favour of R Walker

## POSTAL VOTES:

Sarindra Investments Ltd PU 32  
Mylene Bautista PU 35

## **QUORUM:**

The Body Corporate manager confirmed that the meeting was quorate as at least 25% of the principal units entitled to exercise a power of voting were represented.

## **1. ELECTION OF MEETING CHAIRPERSON:**

**Resolved** by ordinary resolution **That** Lina Koia be elected Chairperson for the meeting.  
/N Scheid /S Fenwick **Carried**

## 2. APOLOGIES, PROXIES AND POSTAL VOTES:

**Resolved** by ordinary resolution **That** the apologies, proxies and postal votes be received.  
/N Scheid /R Walker *Carried*

### 3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

**Resolved** by ordinary resolution **That** the minutes of the meeting held on 6 November 2024 be accepted as a true and correct record of that meeting.

The Manager noted the financials were provided in the AGM Package sent to all owners prior to the

**Resolved** by ordinary resolution **That** the financial statements for the financial period ending 30

September 2025, as attached to the agenda, be

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**Resolved** by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the Body Corporate for the forth coming year are not audited or reviewed.

[N Scheid /P Stockwell

*Carried]*

**6. INSURANCE:**

The Manager noted that the quotes from their Broker were provided to owners with the AGM Package. It was noted that the committee arranged an extension of the current policy to 22 December to enable the time for the AGM to be held and the owners involved in the renewal decision making.

It was clarified that the insurance cover was based on the Valuation obtained by a registered valuer to ensure full cover as required. It was agreed that feedback be given to the Broker regarding the proposal to ensure better clarity on the costs but otherwise agreed that the recommendations of the Broker to renew with NZI be accepted.

It was noted that the motion allowed for \$47,000.00 to enable the 12 month premium, month extension and the committee to renew the office bearers policy which was not due until April 2026. It was agreed that this renewal would be aligned with the Main policy in April.

It was agreed that the motion would be amended to allow up to \$47,000.00 for all insurance cover.

**Motion Proposed** by ordinary resolution **That** cover be placed with NZI via Howden Group (managing broker), for the coming 12 months of \$47,000.00 Inclusive of GST. The Body Corporate undertakes to advise Crockers or Howden Group should the occupancy of the unit change (including a unit becoming vacant) during the year.

*Amendment Proposed That the wording “cover to 22 December 2026” is added after “That” and “coming 12 months of \$47,000.00” is replaced with “Insurance Premium of up to \$47,000.00”.*

[N Scheid /P Stockwell

*Carried]*

**Resolved** by ordinary resolution **That** cover to 22 December 2026 be placed with NZI via Howden Group (managing broker), for the Insurance premium of up to \$47,000.00.00 Inclusive of GST. The Body Corporate undertakes to advise Crockers or Howden Group should the occupancy of the unit change (including a unit becoming vacant) during the year.

[N Scheid /P Stockwell

*Carried]*

Copies of the policy are available on request from Howden Group. Owners are advised that any claims in relation to the Insurance policy for their unit should be made directly to 09 802 4094. Neha.manhas@howdengroup.com

To note mortgagee interests and for insurance certificates:

Email: lisa.russell@howdengroup.com

Telephone: (09) 358 7236

The Body Corporate is advised that all claims should be notified as soon as practicable. The insurer advises that claims not notified within 30 days of the incident may be technically void.

**7. ANNUAL REVIEW AND UPDATE OF HEALTH AND SAFETY REPORT AND HAZARD REGISTER:**

The Body Corporate has completed the Health & Safety Report and Hazard Register for the complex, which is held and available at any time on MyCommunity. The Body Corporate Committee will review the health and safety report, prioritise actions and update the Hazard Register accordingly. In addition, health and safety will be placed on the agenda for every meeting.

**Committee Note:** We encourage all owners to take the time to ensure they have reviewed the Body Corporate Hazard Register and advise any relevant parties of these hazards (e.g. guests, property managers, visitors or tenants) where necessary. We also remind everyone that as this is a living document, the Committee will continue to update it as required. It is the responsibility of everyone,

including owners, tenants, visitors or contractors to be aware and assess the safety of the environment and report any concerns immediately to the Committee.

**Resolved** by ordinary resolution **That** the Body Corporate authorises the Committee to continually review, action as necessary and update the Hazard Register for the complex, based on risks identified and notified by any owner, resident or visitor, to ensure a safe environment for all.

[N Scheid /R Walker *Carried*]

## **8. LONG TERM MAINTENANCE PLAN ADOPTION OF LTMP:**

The Manager noted the Long-Term Maintenance Plan dated 12 September 2024 was provided to owners with the AGM Package.

There was a brief discussion. It was noted that under the Unit Titles Act 2010 it was a requirement to have a Long-Term Maintenance Plan and in 2024 the Amendment Act 2022 came into effect requiring the plan to cover 30 years. The plan lists the BC assets and is a guide to their Long-Term maintenance with the funds suggested to set aside for it each year. It was noted that the LTMP was provided by Solutions in Engineering as approved last year, but it was not adopted at their following AGM, so this was to formally address.

**Resolved** by ordinary resolution **That** in accordance with the provisions in Section 157(C) of the Unit Titles Act 2010 the Body Corporate adopts the Long-Term Maintenance Plan prepared by Solutions in Engineering and dated 12 September 2024.

[N Scheid /C Cheer Carried]

## **9. LONG TERM MAINTENANCE FUND**

There was a brief discussion and noted that the contingency fund (for decision in Item 11) is in line with the Long-Term Maintenance Plan recommendations and was the appropriate fund to continue with. It was noted that the restrictions within the Long-Term Maintenance Fund were not ideal for the Body Corporate.

Managers Note: This motion is a Special Resolution requiring 75% support of those present to pass. It is a motion that will be reviewed annually at an owner meeting for majority decision.

**Resolved** by special resolution That in accordance with the provisions in Section 157(C) of the unit titles act 2010, the Body Corporate does not establish a Long-Term Maintenance Fund.

[N Scheid /C Cheer Carried]

## **10. COMMON MAINTENANCE:**

**Quotes were provided for the Building Wash and additional CCTV cameras for decision.**

A. **Building Wash** - There was a discussion regarding the Building Wash and the Chair noted that previously a basic soft wash was organised by the previous Building Management but there was a build-up of bio film where more attention was required and the gutters and roof treatment were included.

Two quotes had been obtained with the ideal of the two presented at the AGM as agreed by the committee. It was noted that the costs for the building wash are included in the proposed budgets. It was agreed that it would not warrant to include the Roof Wash as per the quote at this time, but all other services quoted including gutter clean and roof time-release treatment were included.

The Chair advised that the committee would look to implement this works at an ideal time within summer and all owners will be given notification in due course.

All present agreed the proposal from the House and Building Wash Company was an acceptable quote to maintain the property as budgeted.

**B. CCTV Additional Cameras** - Committee member Courtney noted there were some issues in the transition with moving from the previous Body Corporate and Building Management, getting access and footage to the CCTV initially, but it was now in hand. It was agreed by the committee that additional cameras be installed to get a wider visual across the common area. There was a particular focus on capturing the illegal dumping within the complex. Those then identified could be held accountable and charged for the expenses to the Body Corporate for removal.

There was general discussion about the current CCTV coverage and the potential for other areas to be included but agreed further improvements could be considered and implemented at a later date as the feasibility and costs would need to be determined.

All present agreed the proposal from Illumin8 Electrical was an acceptable quote to implement the additional CCTV equipment required and the costs would be facilitated within the R & M budget.

### Discussed for the coming year:

It was noted that the committee would review the current gardener contract to improve the maintenance of the common area gardens and lawns in the new year.

An owner supported the improvement to the Gardens noting the previous management had let some areas become bare, it was noted that some gardens are the owner's responsibility to maintain as a part of their unit, but the committee will review and plan to make improvements pragmatically.

It was also queried whether weather protection would be considered for the letterboxes. The owner will arrange photos to the Manager following the meeting for the committee to note for reference.

## 11. CONFIRM BUDGET:

Prior to the meeting Crockers had circulated a draft budget totalling \$148,710.65 inc GST.

Resolved by ordinary resolution That

i) The budget is fixed at \$148,710.65 including GST (Operating Fund- \$113,428.65 & Contingency Fund- \$35,282.00) in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by Utility Interest in Two (2) instalments due for payment on 30 January 2026(50%) and 30 July 2026(50%).

January 2020 (50%) and 30 July 2020 (50%).  
ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the Body Corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[IN Scheid /R Walker] *Carried*

## 12. LEVY COLLECTION PROCEDURE:

It was noted that there are 3 current debtors totalling less than \$600.00 that are being monitored by the Manager.

**Resolved** by ordinary resolution That:

Resolved by ordinary resolution that:

i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.

be charged on any debt unpaid after the due date until the date of payment.

ii) Crockers is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at [www.crockers.co.nz/body-corporate/levies-collection-payment](http://www.crockers.co.nz/body-corporate/levies-collection-payment) where the debt has been outstanding for more than 14 days

iii) The Body Corporate instructs Crockers, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

[*N Scheid / P Stockwell*] *Carried*

**Overdue fees, body corporate manager's costs, interest and solicitor's expenses:**

Overdue fees, body corporate manager's costs, interest or solicitor expenses incurred in the recovery of an overdue levy for a unit are the proprietor's responsibility to pay. They are not reversible from a proprietor's account unless by consent of the Body Corporate and/or the Committee, at which point the account of the Body Corporate becomes liable for payment of those fees.

**13. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:**

There was acknowledgement given to the Committee who had served on behalf of the Body Corporate over the last 12 months. It can take significant personal time and commitment to understand the property requirements and how best to protect the investment on behalf of every unit owner.

A Formal vote of thanks was extended to the committee for the record.

Thanks, from the Chair to all those who were able to attend or be represented at the meeting. The committee focus had been on governance, risk management and financial discipline. The decision not to renew with Wolfbrook or Strata Management had been consolidated under Crockers for continuity, accountability and compliance with the committee managing practical matters. Crockers appointment has enabled proactive issue management and clearer owner communication.

The committee had progressed risk assessments, compliance checks and long-term maintenance planning and this would continue ongoing. The approach being no unnecessary spending, no deferring known issues and minimising risk.

The proposed budgets reflect strong planning whilst reducing total levies.

**Resolved** by ordinary resolution **That** Nicole Scheid be appointed Chairperson of the Body Corporate.  
[R Walker/C Cheer *Carried*]

**Manager's Note:** In accordance with section 112A(1) Unit Titles Act 2010 (UTA), the appointed Body Corporate Chairperson is automatically a committee member. Also, they are automatically the Committee Chair, unless the Body Corporate passes an ordinary resolution under section 112A(2) UTA that they are not the Committee Chair, and the Committee shall appoint its own Chair (from the rest of the Committee members) under Regulation 26(1)

**14. COMMITTEE NUMBER & QUORUM:**

**Resolved** by ordinary resolution **That** the Committee is to comprise of Five (5) elected members and the total number of members required to constitute a quorum is no fewer than Three (3) members.  
[S Fenwick/N Scheid *Carried*]

**15. ELECTION OF COMMITTEE MEMBERS:**

The body corporate manager advised owners that the role of the committee was to carry out (with the assistance of the body corporate manager) the duties of the body corporate between general meetings and thanked the outgoing committee members for their contribution throughout the year.

**Resolved** by ordinary resolution **That** the following members be declared elected to the committee in accordance with the provisions of Section 112 of the Unit Titles Act 2010 and Regulations 22 & 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Courtney Cheer  
Robbie Walker  
Deanna Woodfield  
Xingcai (Bob Li)  
[N Scheid /P Stockwell *Carried*]

**Manager's Note:** All appointed Committee members must comply with the Committee Code of Conduct and the Committee Conflict of Interest regime in the UTA.

## **16. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:**

**Resolved** by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the Body Corporate Chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the Committee, effective until the next Annual General Meeting.  
/N Scheid /P Stockwell **Carried**

## **17. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:**

**Resolved** by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the Body Corporate are delegated to the Body Corporate Committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next Annual General Meeting. The Body Corporate Committee shall report on the delegation to the Body Corporate at the next Annual General Meeting.

[P Stockwell /S Fenwick] Carried]

**18. INLAND REVENUE TAX AGENT AUTHORITY:**

**Resolved** by ordinary resolution **That** the Body Corporate appoints Crockers (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The Body Corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time. In this instance the Body Corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.

[N Scheid / R Walker] *Carried]*

**19. GENERAL BUSINESS:**

The Manager noted there were no items raised for general business and gave the opportunity to raise any items for discussion.

Land Covenant - The Chair noted that the covenant (also noted in the BC Rules) which gives Wolfbrook exclusivity as the Property management company for any landlord letting their property (that is not self-managed), had negative impact when she was looking at options to sell her unit. It was understood that a number of owners were unhappy with this arrangement set up by the developer. The committee are to investigate legal options but will require majority owner support to prioritise.

Any owner who would like to see this progressed please let the committee know in writing.

Vehicle Exit Point - There was a query regarding the driveway drop off affecting many of the vehicles when exiting the property. The Chair noted that changes to the vehicle crossing would have to go through council and at the BC Cost, but it was also understood that the placement of the Septic/rainwater system had been a cause in this drop off so could be complex and costly to address. The stormwater grate implemented in this same area also makes it difficult to install a means of lift for vehicles without creating a blockage to the grate.

It was discussed that perhaps yellow no parking lines could be painted either side of the driveway to prohibit vehicles from parking here and allowing exiting vehicles to take a wider berth and prevent scraping. The committee agreed they will look into this potential solution.

Thanks, given by the Committee to Crockers for all the support.

There being no further business, the meeting closed at 6.33 pm.

For and on behalf of  
Crockers Body Corporate Management Limited  
Manager for Body Corporate 202843

**Lina Koia**  
Account Manager

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