



**Centurion**  
MANAGEMENT SERVICES LTD.

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Martyn Thomas Baker and Paula Clare Fisher  
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August 17, 2012  
Ref: AR0006021

**Re: AGM Minutes and Levies**  
**6 Airborne Rd, Albany**

Dear Martyn and Clare

Please find enclosed:

- The draft Minutes of the AGM held on 13<sup>th</sup> August 2012
- A copy of the adopted 2012 Budget
- Your levy account

Please note in order to qualify for the 10% discount payment of your levy is required by the due date.

Naturally, if you have any questions in relation to the above, please feel free to contact me.

Yours sincerely  
Centurion Management Services Ltd

Body Corporate Manager

MINUTES OF THE  
ANNUAL GENERAL MEETING

Body Corporate 189561 (6 Airborne Rd, Albany)

Held 6.00 pm, 13<sup>th</sup> August 2012  
Centurion House, 5 Triton Drive, Albany

Meeting opened at: 6.05 pm

Present

Twink McCabe (25)  
Nancy & Ken Teale (24)  
Martyn Baker (21)  
Adrian Crow (11)  
Paul Buckland (1, 17)  
David Pike (12)  
Faye Shewan (8)  
Grant Saunders (27)  
Kevin Andreassend (14)  
Sonya Hale (Centurion Management Services Limited)

1. Apologies, Proxies and Postal Votes

B Scott & C Scott (23) to Centurion Management Services Limited  
J Charles (4) to Centurion Management Services Limited  
C Colby (20) to Centurion Management Services Limited  
G & M Knapp (26) to Centurion Management Services Limited  
Eipsellig Trust (15) to Paul Buckland  
Power Gen Marketing Limited (16) - Postal Vote  
D& C Lamb (10) - Postal Vote

*Moved: Twink/Adrian*

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

*CARRIED UNANIMOUSLY*

2. Minutes of the Previous Meeting

The minutes of the previous meetings were tabled.

*Moved: Kevin/Paul*

*That the Minutes of the previous meetings be accepted as a true and accurate record.*

*CARRIED UNANIMOUSLY*

3. General Business

3.1 Long Term Maintenance Plan

The Body Corporate Manager updated owners on the requirement under the Unit Titles Act for a Long Term Maintenance to be put in place by 1 October 2012 and answered any questions. Following detailed discussion the owners agreed to accept the quote from Solutions in Engineering on the basis the Long Term Maintenance Plan excluded the roof as this was deemed to be the unit owner's responsibility. However, the Long Term Maintenance Plan should include the gutters.



*Moved: Adrian/Dave*

*That the Solutions in Engineering Long Term Maintenance Plan quote be approved, as required by S.116(1) of the UTA 2010 (\$1158 inc GST).*

*CARRIED UNANIMOUSLY*

#### 4. Review of Financial Statement

The meeting reviewed the Financial Statement and it was noted that it had been a positive year with a surplus of \$3,403.00.

*Moved: Adrian/Marryn*

*That the Financial Statement be accepted as a true and accurate record and that the surplus (\$3403) be transferred to the Contingency R & M Fund.*

*CARRIED UNANIMOUSLY*

*Moved: Twink/Kevin*

*That no audit of the financial accounts for this or the upcoming year be undertaken unless deemed necessary by the incoming Owners Committee.*

*CARRIED UNANIMOUSLY*

#### 5. Consideration on Proposed Budget

The meeting reviewed the proposed budget noting the substantial increase was in relation to the insurance premium. It was agreed once the Long Term Maintenance Plan is in place the owners can review at the 2013 Annual General Meeting the Body Corporate's funds and make any changes should they choose to do so.

*Moved: Paul/Adrian*

*That the proposed budget along with proposed payment due dates be approved.*

*CARRIED UNANIMOUSLY*

#### 6. Other Business

The Body Corporate Manager advised that other items of business could be discussed at the meeting however no motion could be resolved as it was required under the Unit Titles Act 2010 to be the Agenda which is sent out prior to the meeting.

##### *6.1 Review of Body Corporate Rules*

Paul sought comment from the Body Corporate Committee in relation to reviewing the Body Corporate Rules before they were distributed to all owners. The Committee advised they did not appear to have received the draft Rules before they were sent to all owners.

*Note: The Body Corporate Manager confirms the Body Corporate Rules were sent to the Committee before distributed to all owners.*

##### *6.2 Body Corporate Rules*

Paul raised some concern regarding the recently adopted Rules which did not include a clause permitting occupiers to park in front of their garage roller door. The Body Corporate Manager advised that this was not previously included in the Rules and therefore not carried over into the new Rules. Having said this, the Body Corporate Manager advised that at a previous meeting it was agreed that occupiers could park in front of their roller door. Therefore, unless this was overturned the resolution stands. However, the Body Corporate can choose to



formalize this in the Rules should they choose to do so. Paul also raised concerns regarding the Committee quorum being 2 and also whether the Committee should vote when there appears to be a conflict of interest. The Body Corporate Manager advised that it may be difficult to determine when there is a conflict of interest and who would make such determination.

Following lengthy discussion it was agreed that owners could present their suggested amendments to the Rules in writing to the Body Corporate Manager. In addition, the incoming Committee will review the Rules and meet within the next couple of months to discuss. Following the Committee's meeting an EGM of all owners will be called to vote on the suggested amendments. In the meantime, the current Rules would be lodged with LINZ in order to ensure the Body Corporate complies with the Unit Titles Act 2010, being that Rules are lodged by 1 October 2012. The Secretary advised that following this time changes to the Rules can be made.

### *6.3 Repairs and Maintenance of Common Area*

Paul raised concerns regarding the maintenance of the grounds and noted they appeared to have deteriorated. Nancy advised that although quotes had been sourced for an upgrade of the grounds it was put on hold due to the issue with the hedges and trees. It was noted that an arborist had advised that the trees and hedge had a disease and they were currently being treated. Following the completion of the treatment the Body Corporate Committee will then be able to assess the situation and make a decision as to what action should be taken going forward.

### *6.4 Repairs and Maintenance of Units by Unit Owners*

Paul queried whether an owner required approval to carry out repairs and maintenance on their unit. The Body Corporate Manager advised provided the repairs do not breach the Body Corporate Rules the owner can carry out maintenance and repairs to their unit ie sealing around the windows, repairs to their roof.

### *6.5 Non-compliance of Body Corporate Rules*

Paul raised issues with on-going non-compliance of the Body Corporate Rules which included storage on the common area, storage of items in car park spaces and use of the visitor car parks for permanent parking. The meeting discussed in length and the Body Corporate Manager advised that the forklift that was currently parked in a car park space would be removed by next week. Although not all of the meeting had an issue with the forklift as it had been covered and was within the boundary of the car park space. In addition, the resolution at the previous meeting agreed Kevin's car could remain parked in the car park space provided it was covered. The meeting also discussed the use of visitor car park spaces as a de facto car park. It was noted visitor car park spaces were for short term parking and not to be used as a permanent car park. The Body Corporate Manager advised normal practice in relation to the breach of Body Corporate Rules was for complaints to be forwarded to the Body Corporate Manager in the first instance. Once received the Body Corporate Manager would forward to the Body Corporate Committee for their instructions.

The meeting also discussed the Welcome Letter that had previously assisted occupiers. It was noted at the 2011 Annual General Meeting the Body Corporate Committee were to review the Welcome Letter. It was agreed for this to be instigated and once updated the Welcome Letter would be sent to all owners for distribution to their tenancies. In addition, where practicably possible the Body Corporate Committee would distribute to new occupiers.



### *6.6 Block guttering issues due to Warryl trees*

Kevin advised that the Warryl trees had now been trimmed and should no longer be a problem for the back gutters.

### *6.7 Existing Committee*

The Body Corporate Manager read a note from an owner which stated they were happy with the current Committee and enjoyed the recent peace and harmony around the complex.

### *6.8 Traffic*

It was also tabled from an owner that it was important that owners/occupiers/visitors to the complex follow the correct direction of the traffic flow, with the exception of Units 1 and 27. In addition, speed should be kept to a minimum to ensure the safety of those onsite.

## 6. Election of Committee and Chairperson

The Body Corporate Manager thanked the 2011/2012 Committee for their support and contribution.

*Moved: Chair/Adrian*

*That the 2011/12 Committee be appointed as the 2012/13 Committee (provided they consent).*

*(2 Against - Units 1 and 17)*

*CARRIED*

*Moved: Adrian/Martyn*

*That the incoming Chairperson of the Body Corporate Committee be duly elected as the Chairperson of the Body Corporate until the next held AGM of the Body Corporate.*

*CARRIED UNANIMOUSLY*

Meeting closed at: 7.35 pm

*Note:*

*The Committee met following the AGM to appoint the Chairperson of the Body Corporate Committee.*

*Moved:*

*That Kevin Andreassend be duly elected as the Chairperson of the Body Corporate Committee.*

*CARRIED UNANIMOUSLY*