

Chairperson / Convenor
Park Lane Village Committee
C/- Unit 9 - Park Lane Village
KATIKATI 3129

Alan Dodwell
Accumulus Limited
KATIKATI

6 October 2020

Dear Alan

RE: PARK LANE VILLAGE - MINUTES OF MEETINGS

Further to your telephonic request this morning regarding proposed sale of Unit 28 (Colin White), please find enclosed copies of:

- (a) Minutes of the Extra-Ordinary General Meeting held on Wednesday 18 March 2020
- (b) Minutes of the Annual General Meeting held Wednesday 23 October 2019
(to be signed at this month's AGM to be held 21 October 2020)

Yours sincerely



Gail Stansfield

Chairperson / Convenor : Park Lane Village Committee

Encls.

Extraordinary General Meeting

Park Lane Body Corporate No S69662

Wednesday 18th March 2020

Meeting opened at 2.00 pm

Cherie Pickin – Acting Chairperson

Present –

Cherie Pickin (16)	Errol & Lynn Davies (26)	Carol Vipond (18)
Fred Davenport & Mary Lewis (2)	Helen Foster (15)	Joan Mills (4)
Ben & Christine Erasmus (21)	Jill Thomas (19)	Colin White (28)
Alan Cook (7)	Peter Elford (1)	Mike Constantine (6)
Eric & Kathy Woolsey (32)	Cath Edwards (23)	Betty Jones (22)
Jacky Whibley (8)	Eric Harrison (31)	Ray Broughton (30)
Bruce & Ann MacDonald (20)	Allan Higgins (12)	Jane Muir (14)
Laural Budd (3)	Bob Haycock (11)	Derek Stansfield (9)

Apologies –

Gail Stansfield (9)	Tony Allen (10)	Joy Clark (5)
Edward & April Walker (24)	Sid & Dorothy Barker (25)	Dawn Turnbull (17)
David & June Fawcett (29)	Higgins Family Trust (12)	

Apologies accepted – Moved: Caryl Vipond Seconded: Peter Elford

Minutes of the meetings held 6th and 7th March 2020 were accepted as read. Moved: Fred Davenport Seconded: Ann MacDonald

General Business

Cherie welcomed all members present, gave an explanation of the history of the motions as presented in the Agenda and introduced the proposed accounting service, Accumulus Limited.

All members present were given the opportunity to discuss at length their concerns regarding the motions as per the agenda, financial position and why there was a levy increase proposed.

Discussion was held on:

- Maintenance of computer equipment and programmes to be used.
- Ability to keep training of programme users up-to-date and how much that would cost
- If savings will be made in the 2nd financial year – where are they coming from.
- Concerns regarding the rising costs of Body Corporate levies.

- Ongoing things members can do to maintain their asset – eg. Keeping gutters clean; checking water taps.
- Insurance concerns – reminder there was a \$500 excess in place for insurance claims.
- Rising cost of stationery if accounting is kept 'in-house'.
- Concerns over condition of Village road.
- Clarification on the actual financial year for Park Lane Village – 1st September to 31st August.

Polling papers were then handed to all members present (one per unit) and each Motion discussed briefly signed and handed in to the Chairperson for analysis and counting.

The motions were as follows:

Resolution (section 104 Act)

- To terminate the services of Katikati Accounting Limited
- To rescind the resolution (dated 2 March 2020) to sign a new contract with The Body Corporate Chair Limited
- To engage the services of Accumulus Limited

Contributions (section 121 Act (BODY CORPORATE FEE))

- To increase the Printing and Stationery Allowance from \$100 to \$250 per annum in the budget
- To increase the monthly Body Corporate Fee from \$190.33 to \$231.09

Long term maintenance plan (section 116 Act)

- The Committee purchase a computer/printer and associated equipment to the value of \$3000 using monies from the Maintenance Reserve Fund

All forms were handed in to the Chairperson at 3.03 pm

Next Stage - As a quick calculation proved that there were more than 75% in favour of the motions as presented, Cherie listed the following points to take us forward:

- There would be a meeting with Accumulus Limited
- Bank forms were already being prepared so there was no need for members to approach their banks at this point
- The Body Corp would endeavour to keep all members conversant with progress
- The changes in the levy structure would be settled by 1st April

Cherie thanked everyone for attending the meeting and for their honest and meaningful contributions.

The meeting closed at **3.09 pm** with afternoon tea.

**MINUTES OF THE 24th ANNUAL GENERAL MEETING OF
BODY CORPORATE NO: S 69662 - PARK LANE VILLAGE**

HELD: At the Community Resource Centre, Beach Road, Katikati.
ON: Wednesday 23rd October 2019
COMMENCING: At 2.00 p.m.
PRESENT: As per attached list

The Chairman welcomed residents to the meeting and called for apologies.

APOLOGIES: Marilyn Constantine, Joan Mills, Jack Whibley, Janette Fairhall, Helen Foster, Dawn Turnbull, Colin White, Jane Muir, Jill Thomas, Helen Allison-Cooper and Tony Allen.

Resolved: "That the apologies be accepted".

moved Derek Stansfield / Dorothy Barker

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Resolved: "THAT the minutes of the previous Annual General Meeting held on Wednesday 3rd October 2018 having been circulated, be taken as read and confirmed as a true and correct record of that meeting

Gail Stansfield / Fred Davenport

"carried"

MATTERS ARISING

There were no matters arising

CHAIRPERSONS REPORT

The Chairperson referred to her minutes and asked for discussion, there being none, it was

RESOLVED "That the chairperson's report be adopted."

Gail Stansfield / Caryl Vipond

"carried"

FINANCAIL STATEMENTS

The Secretary spoke to the financial reports drawing attention to the fact the Body Corporate returned a surplus of \$10,084, this was occasioned by the fact that the Body Corp fee had been increased to accommodate the new insurance premium last year which was subsequently reduced by transferring to another insurer. The Body Corporate equity was \$53,133 represented by cash in the bank totaling \$56,989 less Fees paid in advance of \$4,229. The bank account supporting the Long Term Maintenance fund had been reduced to pay the aforementioned insurance premium, the committee were working on replacing the funds in the bank.

RESOLVED "THAT the financial Statements be adopted

Gail Stansfield / Errol Davies

At this point, Chris Gear of Bay Insurance Brokers Ltd, joined the Meeting, The Chairperson introduced him and invited questions from the floor.

Dorothy Barker, referring to comments in last year's minutes from the previous broker regarding annual increase in premiums asked if this was in fact the case.

Chris replied by saying, this year all the increase was due to Fire Levy and Government charges and not increases in insurance company premium. However, going forward some increase in premiums should be anticipated.

Gail Stansfield asked if liability from, for example someone tripping on cobbles in the village, was covered by the Body Corp insurance, to which Chris advised the Body Corp had Public and Statutory liability insurance which would cover such an event if the Body Corp became subject to litigation over the event.

Laurel Budd enquired if the replacement of her front door which was ill fitting would be covered, answer, no.

Fred Davenport enquired if internal water damage resulting from gutters overflowing as a result of not being cleaned was covered. Answer, yes.

Dorothy Barker enquired if damage to kitchen lino caused by contractors moving a refrigerator was covered, Answer, yes, further that our insurance company would recover the cost from the contractor's insurer so the insured should not have to fund any excess.

Errol Davies enquired if claims history would adversely impact the Body Corp premium. Answer, not perhaps in the first year after claims history but if sufficient adverse claims were experienced over a period of time, this would likely be factored into determining the premium.

Fred Davenport asked if Chris could advise what the current claims excess was, answer, \$500.

As there were no further queries, the Chair thanked Chris for his attendance and fielding questions and he left the meeting.

Auditor (section 132(2) Act)

1. Resolved by special resolution that section 132(2) of the Act (audit or review or special verification procedures in respect of the financial statements) does not apply for the most recent financial year.

Eric Woolsey / Derek Stansfield

"carried unanimously"

Insurance (section 135 Act)

2. Resolved by ordinary resolution that:

- a. Current Insurance pursuant to section 135(1) of the Act be continued on the buildings and improvements with AIG Insurance NZ Ltd upon the terms and conditions usually offered by that company.

Mike Constantine / Lynne Davies

"carried"

The Secretary explained the need to transfer the Chairperson's responsibilities and obligations under the Unit Title Act to the committee.

Delegation (section 108(1) Act)

4. Resolved by special resolution that the body corporate delegate the following duties or powers to the body corporate committee:

- a. To maintain the register of unit owners; and
- b. to prepare the agenda for each general meeting and
- c. to chair each general meeting (unless it is agreed at the start of a general meeting that another person will chair that meeting); and
- d. to prepare minutes of each general meeting; and
- e. to record resolutions voted on and whether they were passed; and
- f. to keep financial accounts and records; and
- g. to submit, on behalf of the body corporate, the body corporate's financial statements to an independent auditor under section 132(2)(a) of the Act; and
- h. to receive reports from the body corporate committee and distribute them to unit owners, and
- i. to sign documents on behalf of the body corporate; and
- j. to prepare and issue notices of resolutions to be passed without a general meeting; and
- k. to notify unit owners of the result of any vote on a resolution to be passed without a general meeting; and
- l. to notify the body corporate committee of any delegation of a duty or power by the body corporate to the body corporate committee under section 108 of the Act;
- m. any other duties relating to the administration of the body corporate that the body corporate has decided by ordinary resolution to confer on the chairman.

5. Further, that the body corporate gives written notice of the list of delegated duties or powers to the members of the body corporate committee.

Resolved by special resolution

Fred Davenport / Mike Constantine

"carried unanimously"

Contributions (section 121 Act) [BODY CORPORATE FEE]

3. In view of the rising costs for the Body Corporate, the Committee recommend the annual Body Corporate fee be amended as follows;

The annual aggregate sum of \$72,468 be approved by levying contributions on all owners commencing 1st December 2018 set out as follows:

31 Units @ \$2,288.00 per annum =	\$70,804.00
1 Unit @ \$1,540.00 per annum =	\$1,611.00

Sherie Pickin / Dorothy Barker

Elections

Chairperson (regulation 10 of Regulations)

4. As only one nomination was received for the position of chairperson, Mrs Gail Stansfield, is elected unopposed.

Received with Acclamation

Committee

5. As six nominations were received for the committee, and as the Body Corporate resolved that the committee consist of six, those nominated are:

Gail Stansfield	Cherie Pickin
Errol Davies	Fred Davenport
Caryl Vipond	Mike Constantine

and are elected to office unopposed.

Received with Acclamation.

GENERAL BUSINESS:

Gail Stansfield - Thanked Lynne for her contribution on the committee and welcomed Cherie to the committee.

- Referred those present to the Budget/Body Corp calculation for the coming year which was included with the AGM documents.
- Insurance, Chris Gear, had recommended that the Body Corp obtain committee liability insurance to protect committee members from any potential litigation in respect of the Body Corp Affairs. Estimated cost was \$1,000 per annum.

The matter was put to the meeting for discussion and elaboration, then put to the vote. All present were in favour apart from one vote against.

- Explained the committee would like to improve the area in front of the Woolsey's house by removing the crop circles, levelling and re-grassing that area and erecting a trellis to replace the privacy the Woolsey's lost when the palm trees were removed. The rationale for this was the ground was uneven particularly with the crop circles and less inviting for those relying on walker frames and mobility scooters. It was seen as a continuation of improvements made by the palm tree removal

Errol - Added that it was envisaged a garden shed would be installed to house a Bar B Que and tables and chairs purchased to encourage greater use of the area for recreation.

There was some opposition to the proposal some opining that it would be an unnecessary waste of money and that a garden shed was not wanted. When put to the vote 10 voted for, 9 against and 1 abstention. It was agreed to undertake a site inspection/discussion involving everyone before taking the matter further.

Eric - Felt the road marking were badly faded and need repainting, the committee to look into it.

Cathy - Said that visitors were speeding out of the village a speed sign needed to be installed on the right hand side of the road going into the village. Those present were urged to remind their visitors, care givers and the like to observe the village speed restrictions.

Dorothy - Could something be done about the crossing from the road into the village, while a lot of folk would not notice the 'bump' driving over it, those with chronic pain issues certainly felt it.

Fred - The contractors who last dug up cobbles have not done a very good job of replacing them, the committee to contact them and remedy the situation.

Caryl - Recently all the key holders for the lock box were away and one resident was unable to access the box to get his spare key. A possible method of avoiding this situation in the future was to use a combination lock. Discussion followed on various lock boxes in use around the village. It was noted the lock box was situated behind the Woolsey's house adjacent to green bag.

As there was no further business the meeting was declared closed at 3.00 pm.

Signed Chairperson

Date