



## *Pinnacle City Residence*

*Body Corporate 548838  
160 Victoria Street  
Wellington 6011*

15 September 2025

Dear Owner,

**Re: Body Corporate 548838  
Property at Pinnacle, 160 Victoria Street, Te Aro, Wellington  
Annual General Meeting**

We advise that the Annual General Meeting of your Body Corporate is to be held at 5:30pm on Tuesday, 30 September 2025 at the office of Strata Title, The iCentre, Level 1, 50 Manners Street, Te Aro, Wellington and via MS Teams video conference facility.

**Should you need to attend remotely, please use the link in the cover email to register before the meeting date. You will then receive an MS Teams link to access the meeting.**

**Due to the limited hosting capacity at the venue owners are encouraged to join remotely and submit postal/proxy and pre meeting electronic voting.**

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

**Please bring the agenda and the attachments with you to the Annual General Meeting.**

I look forward to seeing you at the meeting.

Yours sincerely,

Tracey Cole  
Body Corporate Manager

## BODY CORPORATE NO 548838 (BODY CORPORATE)

### Property at Pinnacle, 160 Victoria Street, Te Aro, Wellington

**NOTICE IS HEREBY GIVEN** that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held in the office of Strata Title, The iCentre, Level 1, 50 Manners Street, Te Aro, Wellington and via MS Teams video conference facility on Tuesday, 30 September 2025 commencing at 5:30pm.

A link to register to attend the meeting online via MS Teams has also been emailed to all owners.

#### AGENDA:

**1 APPOINTMENT OF CHAIRPERSON OF THE MEETING**

To consider resolving: That the Body Corporate elects Mr Matt Monroe to chair the meeting.

**2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES**

To consider resolving: That the apologies, proxies, postal votes and pre-meeting electronic votes be accepted and the meeting declared quorate.

**3 FINANCIAL STATEMENTS**

Discussion of the attached financial report.

To consider resolving: That the Body Corporate approves the financial report for the period 1 April 2024 to 31 March 2025.

**4 REPORT FROM THE COMMITTEE**

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee (*attached*).

To consider resolving: That the Committee's report is adopted.

**5 CHAIRPERSON OF THE BODY CORPORATE**

A nomination has been received for Mr Matt Monroe to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints Mr Monroe as the Chairperson of the Body Corporate and Committee.

**6 COMMITTEE**

i) Nominations have been received for Sam MacKay, Ricky Baker, Alistair Gillespie, Katherine Hu, Carlin Richter, Ian Hutchings, Steven Davey, Marcel Tesoriero and Matt Monroe to be candidates for election as committee members.

To consider resolving: That the Body Corporate elects a committee of nine (9) members, which shall have a quorum of three (3) members, comprising:

S Mackay  
R Baker  
A Gillespie  
K Hu  
C Richter  
I Hutchings  
S Davey  
M Tesoriero  
M Monroe

(ii) **Conflict of interest register:** In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (*attached*).

To consider resolving: That the Interests Register is received.

**7 DELEGATION OF DUTIES**

To consider resolving by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) 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 Section 108(2); 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 set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

**8 BODY CORPORATE REINSTATEMENT INSURANCE**

Discussion of the Body Corporate's reinstatement insurance and valuation requirements.

To consider resolving: That the Body Corporate insures for principal cover at the quoted premium, when available, for the period 1 October 2025 to 1 October 2026 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

**IMPORTANT NOTE: The quotations provided are ALL SUBJECT TO:**

*No New Claims prior to Renewal.*

*No Housing New Zealand, Kainga Ora, Emergency or Transitional Housing - unless noted in the Property Description (page 1) or specifically noted on the insurer quotation document.*

*Unit owners must report the above and also advise the insurance brokers ([susan.garatt@aon.com](mailto:susan.garatt@aon.com)) of any long-term Air BnB/Short Term Accommodation usage.*

**9 OFFICE BEARERS LIABILITY (OBL) INSURANCE**

To acknowledge the liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity.

To consider resolving: That the Body Corporate accepts the quote, when available, for OBL cover of \$2 million, to cover both indemnity and defence costs, for the period 1 October 2025 to 1 October 2026.

**10 INSURANCE EXCESS**

To consider resolving: That 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.

**11 BUILDING MANAGER'S REPORT**

To receive a report from the Building Manager (*attached*).

To consider resolving: That subject to any direction of the meeting and/or the Committee the Building Manager's report and recommendations are adopted.

**12 COMMON MAINTENANCE MATTERS**

To consider resolving: That the Body Corporate's Chairperson/Committee/Building Manager is to agree, approve and arrange the maintenance required over the forthcoming year.

### 13 BODY CORPORATE RULES

To consider resolving: That the Body Corporate resolves by ordinary resolution, that in accordance with section 106 of the Unit Titles Act 2010 the following operational rule shall be adopted by the Body Corporate and be lodged with Land Information New Zealand for registration on the Supplementary Record Sheet.

Pets Rule 17(a) - be amended

From:

17. **Pets**

- a) An owner of a unit shall be entitled to keep a cat or a dog per residential unit subject to the prior written consent of the body corporate. Any application by an owner for keeping of a dog in the unit must be to the reasonable satisfaction of the body corporate weighing no more than a maximum of twenty (20) kilograms when fully grown and that such dog will not unreasonably interfere with the other owners' use and enjoyment of their units. To this extent, dogs which are prone to barking will not be acceptable. Such consent by the body corporate will at all times be subject to review and if in the reasonable opinion of the body corporate such consent can be revoked.

To:

An owner of a unit shall be entitled to keep **two cats OR two dogs OR one cat and one dog** per residential unit subject to the prior written consent of the body corporate. Any application by an owner for keeping of a dog in the unit must be to the reasonable satisfaction of the body corporate weighing no more than a maximum of twenty (20) kilograms when fully grown and that such dog will not unreasonably interfere with the other owners' use and enjoyment of their units. To this extent, dogs which are prone to barking will not be acceptable. Such consent by the body corporate will at all times be subject to review and if in the reasonable opinion of the body corporate such consent can be revoked.

### 14 BUILDING ACT COMPLIANCE

To receive a report from the Body Corporate's Consulting Engineer (*attached*) detailing Building Act compliance requirements for the forthcoming year.

To consider resolving: That the Committee/Building Manager is to oversee the Body Corporate's Building Act compliance requirements and the issuance of the annual Building Warrant of Fitness.

### 15 LONG TERM MAINTENANCE PLAN (LTMP)

To discuss the Body Corporate's obligation to have a LTMP and review it at least every three years.

The Body Corporate has a LTMP drafted by Cove Kinloch in 2025 which is reviewed by the Committee and Building Manager each year to plan annual maintenance and set the proposed contingency fund budget (see budget and levy item of the agenda) to fund the LTMP.

This year and subsequent to the last AGM, the Body Corporate Committee reviewed the updated the LTMP, this was approved at Committee level, to now be approved at this AGM.

To consider resolving:

(i) That the plan is adopted.

(ii) That the Committee and Building Manager are to continue to review the Body Corporate's LTMP drafted by Cove Kinloch on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(iii) That the Body Corporate's Committee and Building Manager are to continue to arrange the required maintenance set out in the plan as and when required.

### 16 HEALTH & SAFETY AT WORK ACT 2015

The Health & Safety at Work Act 2015 (HSWA) came in to force in April 2016. The HSWA introduced the concept of a Person Conducting a Business or Undertaking (PCBU) as the principal duty holder. A legal opinion from Price Baker Berridge is that as the Body Corporate will carry out work from time to time which work is considered to be an "undertaking" it is therefore a PCBU.

The Body Corporate has a health & safety report and hazard register for the complex which the Committee/Building Manager review and update to ensure any hazards noted are removed, minimised or highlighted and any new hazards are noted.

We encourage all owners to ensure they have reviewed the Hazard Register and advise any other relevant parties, including tenants of an apartment/unit of these hazards where necessary.

To consider resolving: That the Body Corporate instructs the Committee/Building Manager to monitor, review and update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

## 17 BUDGET AND LEVIES

To review the proposed budget (*attached*) for the Body Corporate for the forthcoming financial year.

To consider resolving:

(i) That the Body Corporate adopts an **Operating Account budget of \$1,492,659.30 [levy of \$1,432,659.30]** and a **\*Contingency Fund [no levy]** and a **Long Term Maintenance Fund of \$109,148.00** for the period 1 April 2026 to 31 March 2027 and sets the levy due date as quarterly instalments due on 1 April 2026, 1 July 2026, 1 October 2026 and 1 January 2027.

\*the Contingency fund has been opened to cover any expenses not accounted for in the Operating Account or detailed in the Long Term Maintenance Plan, which the Long Term Maintenance Fund has been established to cover. The account will not have a levy due, with a transfer of surplus funds from the Operating Account to be undertaken.

**The overall budget reflects a 4% increase.**

(ii) To consider resolving: That the body corporate Committee are authorised to instigate a one-off levy, if required, to cover the insurance premium, should there be any shortfall between the previously budgeted figure and actual premium. The levy will be payable 1 October 2025, being the policy renewal date, with the amount to be set by the Committee.

(iii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee/Building Manager.

## 18 DEBT RECOVERY REGIME

To consider resolving: That the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM's detailing the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at [www.stratatitle.co.nz](http://www.stratatitle.co.nz)).

## 19 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

To consider resolving by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that if any interest is earned on Body Corporate funds it is to be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

## 20 COMMUNICATION

To consider resolving: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

## 21 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

To consider resolving: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

## 22 GENERAL BUSINESS

Please note that no "new" items of business may be tabled for voting on at the AGM that are not already set out on the AGM agenda. Comments may however be tabled for notation in the minutes of the AGM.

## 23 AGM CLOSURE

## NOTES:

- (a) **Quorum:** For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.
- (b) **Voting at the Meeting:** You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.
- (c) **Resolutions:** For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.
- (d) **Payment of levies:** A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:
- **Internet Banking** - Banking details will be shown on the levy notice.
  - **Eftpos** - Eftpos facilities are available at Strata's office.
  - **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**
- (e) **Strata Owner Portal Access:**  
Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit [www.stratatitle.co.nz](http://www.stratatitle.co.nz) and click on the Owner Portal button to log in. If owners require their personal login details would they please email [bc@stratatitle.co.nz](mailto:bc@stratatitle.co.nz) and we will issue/reissue the necessary access login.

### Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
  - Personal levy account history; and
  - **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**
- (f) **Code of Conduct for body corporate committee members:** The members of a body corporate committee must comply with the code of conduct for committee members as prescribed in the regulations below:
- A member must have a commitment to acquiring an understanding of anything in the Unit Titles Act, including the code of conduct, that is relevant to the member's role on the committee.
  - A member must act honestly and fairly in performing the member's duties as a committee member.
  - A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized to do so by law.
  - A member must act in the best interests of the body corporate in performing the members duties as a committee member, unless it is unlawful to do so.
  - A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the members duties as a committee member.
  - A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.

## FOR FURTHER INFORMATION ON THE:

**UNIT TITLES ACT 2010:** please go to the link

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

**UNIT TITLES REGULATIONS 2011:** please go to the link

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

**BODY CORPORATE 548838**

**PROPERTY AT 'PINNACLE', 160 VICTORIA STREET, TE ARO, WELLINGTON**

**SPECIAL PURPOSE FINANCIAL REPORTS**

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**FOR THE FINANCIAL YEAR 01 APRIL 2024 TO 31 MARCH 2025**

**INDEX**

- 1. Annual Financial Reports**
  - **Statement of Financial Position – Group (Balance Sheet)**
  - **Statement of Financial Performance – Group (P & L A/C)**
  - **Levy Positions - In Arrears Report**
  - **Outstanding Owners Report**
- 2. Notes to Annual Financial Reports**
- 3. Audit Certificate - Strata Title Admin. Ltd – Trust Account**

**Strata Title Administration Ltd**  
**Dated: 01 May 2025**

## Statement of Financial Position - Group

### As at 31/03/2025

Body Corporate 548838

Pinnacle, 160 Victoria Street, Te Aro Wellington

#### General

#### Current period

#### Owners' funds

##### Operating Account

Operating Surplus/Deficit--Operating	(8,986.09)
Owners Equity--Operating	43,595.84
	<u>34,609.75</u>

##### Contingency Fund

1 Operating Surplus/Deficit--Contingency	0.00
	<u>0.00</u>

#### Net owners' funds

**\$34,609.75**

#### Represented by:

#### Assets

##### Operating Account

Cash at Bank--Operating Account	137,619.72
Investments--Operating--Saver	102,787.02
Receivable--Levies (Special)--Operating	14.08
Receivable--Levies--Operating	791.21
Receivable--Owners--Operating	1,339.75
	<u>242,551.78</u>

##### Contingency Fund

0.00

##### Unallocated Money

Cash at Bank--Unallocated	2,935.55
	<u>2,935.55</u>

#### Total assets

245,487.33

#### Less liabilities

##### Operating Account

Creditors--Other--Operating	57,199.33
Payables--Others--Operating	57.50
Prepaid Levies--Operating	150,685.20
	<u>207,942.03</u>

##### Contingency Fund

0.00

##### Unallocated Money

Prepaid Levies	2,935.55
	<u>2,935.55</u>

#### Total liabilities

210,877.58

#### Net assets

**\$34,609.75**



**Flood Insurance Claim**

\*\*inactive\*\*

**Current period****Owners' funds****Operating Account**

Operating Surplus/Deficit--Operating	0.00
	<u>0.00</u>

**Contingency Fund**

1 Operating Surplus/Deficit--Contingency	(16,310.62)
1 Owners Equity--Contingency	16,310.62
	<u>0.00</u>

**Net owners' funds****\$0.00****Represented by:****Assets****Operating Account**0.00**Contingency Fund**0.00*Total assets*0.00**Less liabilities****Operating Account**0.00**Contingency Fund**0.00*Total liabilities*0.00**Net assets****\$0.00**

**Long Term Maintenance Fund****Current period****Owners' funds****Operating Account**

Operating Surplus/Deficit--Operating	0.00
	<u>0.00</u>

**Contingency Fund**

1 Operating Surplus/Deficit--Contingency	99,408.67
1 Owners Equity--Contingency	156,326.34
	<u>255,735.01</u>

**Net owners' funds****\$255,735.01****Represented by:****Assets****Operating Account**0.00**Contingency Fund**

1 Cash at Bank--Contingency	16,137.18
1 Investments--LTMF Contingency--Saver	249,532.59
1 Receivable--Levies--Contingency	158.05
	<u>265,827.82</u>

**Unallocated Money**0.00*Total assets*265,827.82**Less liabilities****Operating Account**0.00**Contingency Fund**

1 Prepaid Levies--Contingency	10,092.81
	<u>10,092.81</u>

**Unallocated Money**0.00*Total liabilities*10,092.81**Net assets****\$255,735.01**

# Statement of Financial Performance Group

## for the financial year to 31/03/2025

Body Corporate 548838

Pinnacle, 160 Victoria Street, Te Aro Wellington

### General

#### Operating Account

Current period Annual budget

01/04/2024-31/03/2025 01/04/2024-31/03/2025

#### Revenue

Admin--Transfer from Contingency Fund--Group	19,403.23	0.00
Embedded Networks - Revenue	59,537.71	70,000.00
Insurance Claim--Proceeds	3,535.25	0.00
Levies Due--Operating	1,137,200.33	1,137,200.00
Levies Due--Special Levy	87,993.50	0.00
Net Intt. on Investments--Admin	3,561.89	0.00
<b>Total revenue</b>	<b>1,311,231.91</b>	<b>1,207,200.00</b>

#### Less expenses

Admin--Accounting Fees	3,018.75	3,000.00
Admin--Bank Charges & Interest	185.92	200.00
Admin--Contingency/General Expenses	0.00	1,500.00
Admin--Management Fee--Previous Secretary	7,192.93	0.00
Admin--Management Fees--Standard	45,831.55	50,312.50
Building Manager--Contract	43,112.85	36,687.50
Honorarium--Chairperson	5,000.00	2,500.00
Insurance--Premium--Interest	15,999.83	22,000.00
Insurance--Premiums	821,870.85	762,000.00
Insurance--Valuation	4,025.00	0.00
Maint Bldg--Building Wash	48,300.00	60,000.00
Maint Bldg--Building WOF (Compliance)	4,488.91	11,500.00
Maint Bldg--Cleaning-Contract	46,961.27	46,000.00
Maint Bldg--Fire Protection--Contract	28,956.61	22,000.00
Maint Bldg--General Maintenance & Disbursements	70,077.15	25,000.00
Maint Bldg--Lift--Maintenance Contract	38,396.84	24,000.00
Maint Bldg--Lift--Telephone	1,975.83	5,000.00
Utility--Electricity (Common Area)	21,749.05	25,500.00
Utility--Rubbish & Waste Removal	46,456.75	45,000.00
Utility--Water & Wastewater	66,617.91	65,000.00
<b>Total expenses</b>	<b>1,320,218.00</b>	<b>1,207,200.00</b>

#### Surplus/Deficit

Opening balance	43,595.84	43,595.84
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#### Closing balance

**\$34,609.75** **\$43,595.84**

**Long Term Maintenance Fund****Contingency Fund****Current period      Annual budget**

01/04/2024-31/03/2025    01/04/2024-31/03/2025

**Revenue**

1 Levies Due--Contingency Fund	94,499.94	94,500.00
1 Net Intt. on Investments--Cont.	5,147.39	0.00
<i>Total revenue</i>	<u>99,647.33</u>	<u>94,500.00</u>

**Less expenses**

1 Contingency--Bank/Admin. Fee	238.55	0.00
1 Contingency--Other Expenses	0.00	94,500.00
1 Levy Credits - Contingency	0.11	0.00
<i>Total expenses</i>	<u>238.66</u>	<u>94,500.00</u>

**Surplus/Deficit**

	<u>99,408.67</u>	<u>0.00</u>
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Opening balance	156,326.34	156,326.34
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**Closing balance**

	<u><b>\$255,735.01</b></u>	<u><b>\$156,326.34</b></u>
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**Flood Insurance Claim**

\*\*inactive\*\*

**Operating Account****Current period      Annual budget**

01/04/2024-31/03/2025    01/04/2024-31/03/2025

**Revenue**

Insurance Claim--Proceeds	2,784.65	0.00
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<i>Total revenue</i>	<u>2,784.65</u>	<u>0.00</u>
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**Less expenses**

Admin--Transfer to Contingency Funds - Group A/c	2,784.65	0.00
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<i>Total expenses</i>	<u>2,784.65</u>	<u>0.00</u>
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**Surplus/Deficit**

	<u>0.00</u>	<u>0.00</u>
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Opening balance	0.00	0.00
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**Closing balance**

	<u><b>\$0.00</b></u>	<u><b>\$0.00</b></u>
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**Flood Insurance Claim**

\*\*inactive\*\*

**Contingency Fund****Current period****Annual budget**

01/04/2024-31/03/2025 01/04/2024-31/03/2025

**Revenue**

1 Net Intt. on Investments--Cont.	322.17	0.00
1 Transfer from Operating Account - Group	2,784.65	0.00
<i>Total revenue</i>	<u>3,106.82</u>	<u>0.00</u>

**Less expenses**

1 Contingency--Bank/Admin. Fee	14.21	0.00
1 Transfer to Operating Account	19,403.23	0.00
<i>Total expenses</i>	<u>19,417.44</u>	<u>0.00</u>

**Surplus/Deficit**(16,310.62) 0.00

Opening balance 16,310.62 16,310.62

**Closing balance****\$0.00** **\$16,310.62**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE FINANCIAL YEAR 01 APRIL 2024 TO 31 MARCH 2025**

**1. STATEMENT OF ACCOUNTING POLICIES**

**(a) Reporting Entity**

These Special Purpose Financial Statements of **BODY CORPORATE 548838**, property at **'PINNACLE', 160 VICTORIA STREET, TE ARO, WELLINGTON** under s132 of the Unit Titles Act 2010, are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period. Under the Unit Titles Act 2010 the Body Corporate must present Financial Statements each year.

**(b) Measurement Base**

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used, except for certain items for which specific accounting policies have been identified.

The financial statements of the Body Corporate are prepared on a going concern basis.

**(c) Specific Accounting Policies Base**

The Financial Statements are prepared on a cash basis. The amount shown as Levies Due represents the full amount levied in the period, not the levies paid.

**(d) Goods and Services Tax**

The Body Corporate is **GST unregistered** and the amounts shown in the Financial Statements are **inclusive** of GST where applicable.

**(e) Taxation**

Income from Interest and Dividends are taxable in the Bodies Corporate hands. The correct tax is deducted at source or available by way of Imputation Credits. All interest/dividends are recorded net of tax.

**(f) Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on basis consistent with those in previous years.

**(g) Financial Information for the period 01 April 2024 to 10 May 2024**

This financial report has been compiled by importing financial information from the financial reports provided by APL Property Limited as at 10 May 2024 as 'year to date expenses' together with the actual transactions through Strata's ASB Bank trust account for the period 10 May 2024 to 31 March 2024.

**2. NOTES TO THE ACCOUNTS**

**(a) Capital Commitments**

The entity has no capital commitments **as at 31 March 2025**.

**(b) Levies contained in the Statement of Financial Position**

The entity has outstanding levies **as at 31 March 2025**. (Please see attached *Levy Position Arrears Report*).

All outstanding levies, late charges, their fees, and any other charges from the owners are being collected.

(c) **Outstanding Owners' Invoices contained in the Statement of Financial Position**

The entity has outstanding owners' invoices (Creditors--Other--Operating \$1,339.75) **as at 31 March 2025**. (Please see attached *Outstanding Creditors Report*).

All outstanding invoices, late charges, their fees, and any other charges from the owners are being collected.

(d) **Outstanding Accounts contained in the Statement of Financial Position**

The entity has outstanding accounts (\$57,199.33) **as at 31 March 2025**.

The entity has outstanding accounts (\$57.50) related to 'On-charge' Admin Fees to be collected and paid to Strata **as at 31 March 2025**.

(e) **Transfers Contained in the Statement of Financial Position**

- **General Operating Account** was transferred \$19,403.23 from **Flood Insurance Claim Contingency Fund** to close the Flood Insurance Claim group.

(f) **Variances in Accounts contained in the Statement of Financial Performance**

**General Operating Account - Revenue**

- **Insurance Claim--Proceeds** related to cracked window claims.
- **Levies Due--Special Levy** related to an insurance top up levy.

**General Operating Account - Expenses**

- **Admin--Accounting Fees** exceeded the annual budget due to the preparation of Financial Statements and Income Tax Return carried out by MTM Accounting Ltd.
- **Admin--Management Fee--Previous Secretary** related to management fees charged by APL Property Limited.
- **Building Manager--Contract** exceeded the annual budget due to a change in facilities manager mid-term.
- **Honorarium--Chairperson** exceeded the annual budget due to the honorarium for the period 1 April 2023 to 31 March 2025 being paid this financial year.
- **Insurance--Premiums** exceeded the annual budget due to the increase of cover at the time of renewal in October 2024.
- **Insurance-Valuation** related to an insurance valuation carried out by Aon New Zealand to obtain insurance quotations.
- **Maint Bldg--Cleaning--Contract** exceeded the annual budget due to a price increase from Corporate Cleaners in May 2024.
- **Maint Bldg--Fire Protection--Contract** exceeded the annual budget due to the biennial sprinkler survey.
- **Maint Bldg--General Maintenance & Disbursements** exceeded the annual budget due to a) Coverwell annual membership fee, b) repair rubbish room door, c) Lift CCTV cameras d) annual anchor testing e) health and safety report, f) glass panel replacements and g) long term maintenance plan.



- **Maint Bldg--Lift--Maintenance Contract** exceeded the annual budget due to lift reconfiguration and maintenance required outside of contract, together with a prior year invoice having been received.
- **Utility--Rubbish & Waste Removal** exceeded the annual budget due to waste contamination and a price increase from Daily Waste Ltd.
- **Utility--Water & Wastewater** exceeded the annual budget due to multiple prior year payments having been made in this financial year.

#### **Long Term Maintenance Fund Contingency Fund - Expenses**

- **1 Levy Credits - Contingency** related to small balance write offs of outstanding levies.

*Note: There are some pages not included with the financial reports. The pages that have been removed are historical/obsolete reports with zero balances and no data. However, they cannot be removed from the financial reports when generated. In the interest of removing unnecessary pages these obsolete reports have been manually removed before appending to the agenda.*

## **INDEPENDENT ASSURANCE REPORT**

### **To the Directors of Strata Title Administration Limited**

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the two months ended 31 May 2025.

#### **Conclusion**

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for two months ended 31 May 2025

- The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;
- Receipts and payments are correctly accounted for;
- Appropriation of the funds is properly authorised.

#### **Basis for Conclusion**

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

#### **Strata Title Administration Limited's Responsibilities**

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

#### **Our Independence and Quality Control**

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

#### **Assurance Practitioner's Responsibilities**

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that

Strata Title Administration Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to MRI software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we: Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

### **Use of Report**

This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

*Forbes*

**Forbes Audit and Accounting Limited**  
**29 July 2025**  
**Auckland**



# Pinnacle City Residence

Body Corporate 548838  
160 Victoria Street Te Aro  
Wellington 6011

## Annual General Meeting 2025

### BODY CORPORATE CHAIR/COMMITTEE REPORT TO OWNERS

I would like to welcome everybody to the Pinnacle City Residence Annual General Meeting for 2025. For new members to our Body Corporate my name is Matt Monroe, and I have been the BC Chair at the Pinnacle City Residence since October 2021. Over the last year I have personally been incredibly pleased with the great progress we have made as a Body Corporate and the positive way our BC has been managed by Strata Title Administration and Alive Building Solutions (ABS).

A special acknowledgement to Dee Pesendorfer from (ABS), and Tracey Cole from Strata who have worked incredibly hard on maintaining the value in our asset. Their combined approach to a positive and clear form of communication, open coordination with the BC Committee, and the professional support offered to our Body Corporate has made this past year an enjoyable term on the committee.

I would also like to thank all our committee members that over the past year that have provided the support, knowledge, and time required to maintain the best interests of our Body Corporate. It is a clear and extremely positive indication to the wider Body Corporate to see that the majority of the previous committee have been nominated again for this AGM. I would like to thank Melaine Prout and Daniel Madley who are not continuing on the committee for the time invested over the past year as representatives on the Pinnacle City Residence Body Corporate Committee.

### Postal Voting attendance for the AGM

It is important that we get your attendance at the AGM to make a quorum and the easiest way to achieve this is by postal voting. All the challenging work has been done and there are no unusual resolutions in the agenda.

I would encourage all members to read the AGM Agenda and then send in the postal vote form prior to the AGM. We have a limited amount of space available for members that would like to physically attend the meeting, so I would suggest that if you do not like the sound of my voice then get those postal votes sent in.

### Developer Defects

We are finally getting to the end of the defects list that were part of the original submission to the developer in November 2021.

Notable work conducted this year included the aluminium rubber seals around the white window seismic frames that have been replaced, and work on the upper-level apartment high pressure water supply pumps located in the ground floor car park.

If you are aware of any further issues with the building or notice something that requires our attention then please take a photo to identify it and send to Dee Pesendorfer at [dee@abswellington.co.nz](mailto:dee@abswellington.co.nz) so we can get these rectified.

### Facebook

The Pinnacle Facebook page usage continues to be used in an appropriate way. A reminder this is not an official page for the building and that our building facilities manager is not part of the Pinnacle Facebook group. For all building related action please contact. [dee@abswellington.co.nz](mailto:dee@abswellington.co.nz) Contact Phone 027 284 4830.

**Security Update**

The security camera system is managed and monitored by the Body Corporate with a committee member having the appropriate registration, license, and capacity to investigate any events that may happen around the building.

If residents have a concern about something that has happened in the building, please contact [dee@abswellington.co.nz](mailto:dee@abswellington.co.nz) who will formally request this data from the licenced operator.

Please note that security camera footage will not be provided to owners or residents, only to the NZ Police when formally requested.

A reminder that security is the responsibility of all residents and owners, please be vigilant and report anything that you believe requires the attention of the building manager.

**Insurance**

Indications suggest a softening in the Wellington building insurance market. With that said insurance is still a significant financial line item to our budget. Our insurer has been provided with all the relevant technical construction data and valuation information that is available to us. We will continue to work behind the scenes to find the best cover available to the Body Corporate.

**Committee report**

I am happy to report on behalf of the committee that over the past year we have carried out the powers and duties delegated to the Committee at the 2024 AGM.

It has been a privilege to serve as the Chair and work with the committee of the Pinnacle Body Corporate, and I am certain that the new committee for the 2025-2026 term will continue to work with Strata Title and Alive Building Solutions to ensure that the Pinnacle City Residence remains the well managed investment.

Thank you.

Matt Monroe (Chair, Pinnacle City Residence)

**Body Corporate 548838**  
**Property at: 160 Victoria Street, Te Aro, Wellington**

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

Name	Unit #	Conflict of Interest	Date Lodged

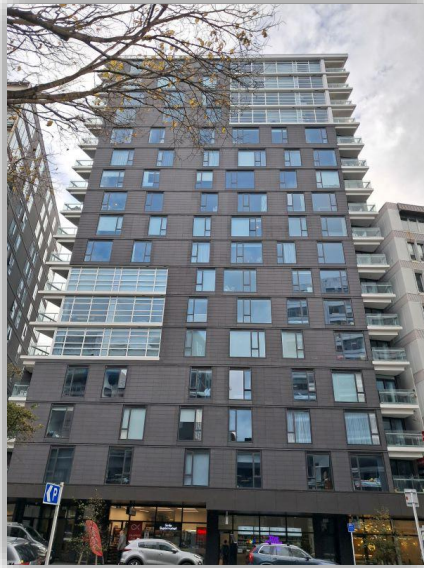
Definition of a matter of interest:

- May derive a financial benefit from the matter; or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

# PINNACLE CITY RESIDENCE

## BUILDING MANAGERS REPORT

AGM - September 2025



Dear Owners

*The past year allowed the gradual shift of focus from reactive to proactive building management. Newly established and renegotiated service contracts with providers have improved compliance as well as maintenance operations from a cost and efficiency perspective. Please find my report for the past 12 months as per below.*

### **SECTION 1 – COMPLIANCE / BWOF / FIRE / H&S**

#### **COMPLIANCE**

Apartment Fire Doors – Argus identified some ill-closing apartment doors in March 2025 as part of their Annual Fire Alarm Survey. Elite Services attended in August 2025 to provide the required remedial work. A revisit will be scheduled to capture any apartment fire doors missed by Argus as well as doors that have recently been identified by owners to require attention.

#### **BUILDING WARRANT OF FITNESS**

The building has a current BWOF valid until 12 May 2026. All inspections and maintenance have been carried out for the renewal.

#### **FIRE SYSTEMS**

Compliance Checks - Argus continue to conduct the required scheduled surveys for the BWoF and fire compliance. The below were undertaken in March/April 2025:

- ✓ Annual Fire Survey
- ✓ Quadrennial Sprinkler Valve Annual Testing
- ✓ Sprinkler Flow Switch Annual Testing
- ✓ Bi-annual Diesel Testing (Sep 2025)

*Trial Evacuation* – The last trial evacuation took place on 8 August 2025 by Safety First. The post evacuation report highlighted that although the evacuation was successfully executed, nobody present placed a call to emergency services.

## **HEALTH AND SAFETY**

*Incidents* - 5 June 2025 – Intruder hiding in the downstairs toilet in mail lobby, opportunistic theft.  
Action taken: Installation of a coded lock on the toilet door to prevent recurrences.

*Health & Safety Audit* – This audit was completed by Health & Safety NZ Ltd, in Sep 2024. The audit recognised 46 hazards, of which 19 (43%) have been resolved.

The Body Corporate committee established a sub-committee to review the register to provide guidelines to the building manager for items to be actioned.

## **SECTION 2 – BUILDING SYSTEMS (Lifts, Security, Plumbing, Electrical)**

### **LIFTS**

#### *Outages*

*West Tower Lifts 1 & 2* - The West Tower lifts were affected by several outages which were due to mechanical faults, consisting of door component failures and timing issues which were remedied by Schindler under the existing maintenance contract.

*East Tower Lift 1* - Electronic fault with control display – The display indicated the wrong lift cabin locations and Schindler identified this as a software error which was fixed with a software update.

#### *Additional Lift Works*

- ✓ East Tower CCTV Camera Installations completed Guild & Spence (Jan 2025)
- ✓ Adjustment of slack rope - all lifts (Aug 2025)
- ✓ Lift call button replacements as required.

### **PLUMBING**

- ✓ Replacement of faulty float valve (domestic water tank)
- ✓ Backflow preventor replacement – Hockly Plumbing replaced the bypass which failed the last inspection.

The new setup includes a bypass for ease of future maintenance and servicing as it will now not require a building wide water shut off (June 2025).

### **ELECTRICAL**

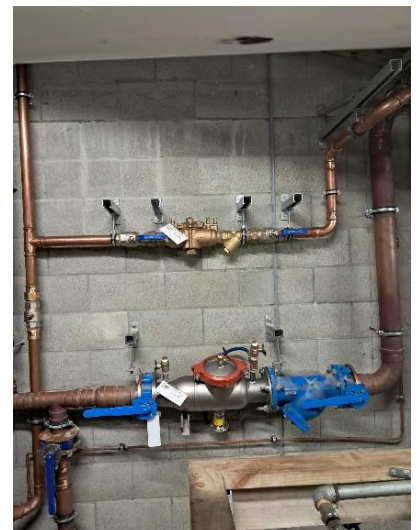
- ✓ Replacement of bulb in ground floor lobby
- ✓ Stairwell Emergency Light replacements as required.

### **SECURITY**

Guild & Spence have been contracted to provide maintenance services for both the CCTV system as well as the access control system. This move was made by the Body Corporate to best address future services and maintenance needs including work under warranty.

#### *Outages*

Aug 2024 - CCTV camera outage – Guild & Spence remotely recovered operation.





### Rubbish Room Roller Door - Access Change

Guild & Spence reinstated the external card reader and installed an internal card reader for contractor access only. The manual control was swapped out with a key lock by Upland (Aug 2025).



## **SECTION 3 – GENERAL MAINTENANCE**

### **BUILDING WASH**

The 6-monthly full exterior envelope building wash was last undertaken in July 2025 by Vertac, as per schedule.

### **GENERAL REPAIRS & MAINTENANCE**

- ✓ Carpark – Dry Vacuum Clean (Sep 2024)
- ✓ Front of House – Paint touch ups (Dec 2024)
- ✓ Garage Roller Door Entrance – Installation of corner protectors (Dec 2024)
- ✓ Carpark – Steel beams rust removal remedial work (Jan 2025)
- ✓ Exterior window gaskets- repairs & replacements under warranty (which ended in Feb 2025)
- ✓ Rodent control - maintenance and servicing of existing traps by PestProof (ongoing)
- ✓ Bin cleans – Periodical cleaning of all bins (waste & recycling) by Daily Waste (ongoing)

## **SECTION 4 – LTMP / PROJECTS**

Extension of existing LTMP to 30-year plan to meet UTA changes, via Cove Kinloch.

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The year has passed surprisingly quickly. I have thoroughly enjoyed facilitating required compliance, maintenance, repairs and projects to upkeep functionality, aesthetics and incorporate enhancements to the residence. I would like to thank the Body Corporate Committee for their ongoing support, guidance and feedback to tailor services rendered to your needs.

I am excited for the year ahead, continuing to provide professional service to the Pinnacle City Residence and its residing community.

Regards

**Dee Pesendorfer** – Pinnacle Building Manager

**Justin Leonard** – Director, ABS

**15<sup>th</sup> September 2025**



## BUILDING WARRANT OF FITNESS

### Section 108 Building Act 2004

Issued: 12 May 2025

Number: 728D

Expires: 12 May 2026

**The building**

Building name:	<b>Pinnacle Apartments</b>
Legal description of land where building is located:	Lot 1 DP 431170
Street address of building:	160 Victoria St, Wellington
Location of building within site/block number:	
Level/unit number:	N/A
Current, lawfully established, use:	Residential Apartments/Carparking/Retail
Year first constructed:	2021
Intended life of the building if 50 years or less:	
Highest fire hazard category for building use:	2

**The owner**

Name of owner:	CS No 1 Ltd
Contact person:	M L Colman
Mailing address:	C/ PO Box 83013 Edmonton AUCKLAND 0652

**Agent**

Name of agent:	Delta Management Limited
Contact person:	M L Colman
Mailing address:	PO Box 83013 Edmonton AUCKLAND 0652
Phone Number:	Daytime: 09 8363918      Mobile: 0274 921 943
Facsimile number:	09 838 5464
Relationship to owner:	Manager / Independent Qualified Person

**Warrant**

The maximum number of occupants that can safely used this building is: 612


The inspection, maintenance and reporting procedures of the Compliance Schedule No: 490395 for the above building have been fully complied with during the 12 months prior to the date stated below.

SS01	Automatic Systems for fire suppression
SS02	Automatic/Manual Emergency Warning system for fire or other dangers
SS03/1	Automatic Doors
SS03/2	Access Controlled Doors
SS03/3	Automatic Doors
SS04	Emergency Lighting System
SS06	Riser Mains
SS07	Backflow
SS08/1	Lifts Passenger Service
SS09	Mechanical Ventilation
SS14/2	Signs related to a system or feature specified in any clauses 1 to 13
SS15/2	Means of Escape from Fire (Final Exits)
SS15/3	Means of Escape from Fire Fire Separations
SS15/4	Signs for communicating information intended to facilitate evacuation
SS15/5	Means of Escape from Fire (Smoke Separations)

The Compliance Schedule is kept at: 29 Taitua Drive, Te Atatu South Auckland 0610 with a copy at the property in the Compliance Manual

**Attachments**

Certificates relating to inspections, maintenance and reporting



Signature of M L Colman

25 April 2025

Date

## Proposed Budget to apply from 01/04/2026

Body Corporate 548838

Pinnacle, 160 Victoria Street, Te Aro Wellington

### General

#### Operating Account

		Proposed budget	Actual 01/04/2025-15/09/2025	Previous budget
<b>Revenue</b>				
144200	Embedded Networks - Revenue	60,000.00	22,463.79	61,350.00
142000	Insurance Claim--Proceeds	0.00	1,000.00	0.00
143000	Levies Due--Operating	1,432,659.30	689,730.50	1,379,462.00
142600	Net Intt. on Investments--Admin	0.00	1,482.74	0.00
144400	Prior Period Revenue Adjustment	0.00	(1,276.50)	0.00
	<i>Total revenue</i>	1,492,659.30	713,400.53	1,440,812.00
<b>Less expenses</b>				
151400	Admin--Bank Charges & Interest	200.00	74.14	200.00
153200	Admin--Debt Collection Fees	0.00	126.50	0.00
154000	Admin--Management Fees--Standard	54,154.30	52,577.00	52,577.00
182600	Building Manager--Contract	53,545.00	3,919.35	51,735.00
182500	Honorarium--Chairperson	2,500.00	0.00	2,500.00
142101	Insurance--Premium--Interest	22,000.00	6,399.92	22,000.00
159100	Insurance--Premiums	976,300.00	222,397.37	976,300.00
161400	Maint Bldg--Building Wash	60,000.00	23,218.50	60,000.00
161600	Maint Bldg--Building WOF (Compliance)	11,500.00	8,336.11	11,500.00
163000	Maint Bldg--Cleaning-Contract	50,000.00	24,360.47	50,000.00
165801	Maint Bldg--Fire Protection--Contract	23,100.00	11,364.03	22,000.00
165808	Maint Bldg--Fire System--Remedial	8,000.00	0.00	0.00
167200	Maint Bldg--General Maintenance & Disbursements	50,000.00	26,914.12	26,500.00
163900	Maint Bldg--HVAC & Extraction Maint.	8,000.00	0.00	0.00
170201	Maint Bldg--Lift--Maintenance Contract	26,780.00	13,454.51	24,000.00
170205	Maint Bldg--Lift--Telephone	2,500.00	0.00	3,000.00
190200	Utility--Electricity (Common Area)	25,500.00	8,194.93	25,500.00
190800	Utility--Rubbish & Waste Removal	53,580.00	28,362.39	48,000.00
191200	Utility--Water & Wastewater	65,000.00	59,966.99	65,000.00
	<i>Total expenses</i>	1,492,659.30	489,666.33	1,440,812.00
<b>Surplus/Deficit</b>		0.00	223,734.20	0.00
	Opening balance	948,074.45	34,609.75	34,609.75
<b>Closing balance</b>		\$948,074.45	\$258,343.95	\$34,609.75

Total units of entitlement	100000	100000
Levy contribution per unit entitlement	\$14.33	\$13.79

**General****Contingency Fund****Proposed  
budget**01/04/2025-15/09/2025  
**Actual****Previous  
budget****Revenue**

249000 1 Transfer from Operating Account

20,000.00

0.00

0.00

*Total revenue*

20,000.00

0.00

0.00

**Surplus/Deficit**

20,000.00

0.00

0.00

Opening balance

0.00

0.00

0.00

**Closing balance**

\$20,000.00

\$0.00

\$0.00

Total units of entitlement

100000

100000

Levy contribution per unit entitlement

\$0.00

\$0.00

**Long Term Maintenance Fund****Contingency Fund****Proposed  
budget**01/04/2025-15/09/2025  
**Actual****Previous  
budget****Revenue**

243000	1 Levies Due--Contingency Fund	109,148.00	47,249.96	94,500.00
242600	1 Net Intt. on Investments--Cont.	0.00	1,882.06	0.00
<i>Total revenue</i>		109,148.00	49,132.02	94,500.00

**Less expenses**

251401	1 Contingency--Bank/Admin. Fee	0.00	94.10	0.00
254400	1 Contingency--Other Expenses	109,148.00	20,052.06	94,500.00
<i>Total expenses</i>		109,148.00	20,146.16	94,500.00

**Surplus/Deficit**

		0.00	28,985.86	0.00
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Opening balance

		331,970.83	255,735.01	255,735.01
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**Closing balance**

		\$331,970.83	\$284,720.87	\$255,735.01
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Total units of entitlement		100000		100000
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Levy contribution per unit entitlement		\$1.09		\$0.95
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**POSTAL VOTING FORM**  
**Form 12**  
(pursuant to Section 103, Unit Titles Act 2010)

**TO MANAGER:** Tracey Cole  
**EMAIL ADDRESS:** [TraceyCole@stratatitle.co.nz](mailto:TraceyCole@stratatitle.co.nz)  
**BODY CORPORATE:** 548838  
**PROPERTY AT:** 160 Victoria Street, Te Aro, Wellington

**Instructions**

You are entitled to vote at the Body Corporate AGM 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 by ticking one of the 3 right hand columns of the table.

I/We,

being the owner(s) of Unit(s)  intend to cast the following postal vote at the meeting of Body Corporate Number 548838 to be held at **5:30pm on Tuesday, 30 September 2025.**

**Important: this completed Postal Voting form needs to be returned via email to [bc@stratatitle.co.nz](mailto:bc@stratatitle.co.nz), or via post to PO Box 3187, Auckland 1140, to be received by Strata Title Administration no later than 5:00pm on Monday, 29 September 2025.**

		Vote For	Vote Against	Abstain
Item	See agenda for wording of resolution	Please tick one of the boxes to vote.		
1	Appoint a Chairperson of the Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Accept Apologies, Proxies, Postal & Pre-Meeting Electronic Votes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Financials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Report from the Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Chairperson Nominee			
	Mr Matt Monroe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6(i)	Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Sam MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Ricky Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Alistair Gillespie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ms Katherine Hu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Carlin Richter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Ian Hutchings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Steven Davey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Marcel Tesoriero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mr Matt Monroe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6(ii)	Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Delegating powers & duties to Committee (Section 108)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Vote For	Vote Against	Abstain
Item	See agenda for wording of resolution	Please tick one of the boxes to vote.		
8	Renewal of Insurance policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Office Bearer's Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance Excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Building Manager's Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Common Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Body Corporate Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Building Act Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15(i)	The Plan is adopted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15(ii)	Review Long Term Maintenance Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15(iii)	Arrange required Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Health & Safety – Hazard Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17(i)	Budget adopted and levy due date set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17(ii)	Committee are authorised to instigate a one-off levy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17(iii)	Strata to pay standard/regular accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Debt Collection regime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Audit*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Minutes to be a record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Special Resolution required whilst all others require Ordinary Resolutions to pass

**Date:**

**Signature/s of eligible voter/s**

**If the unit is owned by more than 1 person, every owner must sign the form.**

#### Notes

- 1 Your postal vote will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
- 2 If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
- 3 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. If a general meeting is adjourned, an electronic vote relating to the meeting remains valid for the purpose of the reconvened meeting, unless the voter who cast the vote attends the reconvened meeting in person or by proxy.
- 4 If a quorum is not present at the general meeting of the body corporate, and 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.
- 5 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.
- 6 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.





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PO BOX 3187, Auckland 1140

Wellington Phone (04) 974 1011  
The iCentre, Lvl 1, 50 Manners Street  
Te Aro, Wellington 6011

Christchurch Phone (03) 925 8749  
Unit 5, 71 Gloucester Street,  
Christchurch 8013

## PROXY APPOINTMENT FORM

Form 11: Section 102(3), Unit Titles Act 2010

**TO MANAGER:** Tracey Cole  
**EMAIL ADDRESS:** [TraceyCole@stratatitle.co.nz](mailto:TraceyCole@stratatitle.co.nz)  
**BODY CORPORATE:** 548838  
**PROPERTY AT:** 160 Victoria Street, Te Aro, Wellington

### PROXY APPOINTMENT

I/We,   
being the owner(s) of Unit(s)  and therefore an eligible voter within the meaning of section 96(1)  
of the Unit Titles Act 2010, appoint:   
as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at:  
**5:30pm on Tuesday, 30 September 2025.**

*If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.*

**Date**

**Signature/s of eligible voter/s**

(If the unit is owned by more than 1 person, every owner must sign the form).

**Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by 5:00pm, Monday, 29 September 2025.**

### Notes

- 1) 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.
- 2) The full texts of motions are contained in the notice of general meeting, a copy of which should be provided to the proxy.
- 3) Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
- 4) If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
- 5) The chairperson is not required to ensure that the proxy follows the direction of the eligible voter that is set out in the proxy appointment form.
- 6) If the unit is owned by more than 1 person, every owner must sign the form.
- 7) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
- 8) The person(s) signing this proxy form signs as duly authorised agent of the owner.

	<b>AGENDA ITEMS   Summary of Motions</b>	<b>TYPE OF RESOLUTION</b>	<b>DIRECTION ON RESOLUTION</b> (i.e. how does the eligible voter want to vote on the resolution)
1	Appoint a Chairperson of the Meeting	<i>Ordinary Resolution</i>	
2	Accept Apologies, Proxies and Postal Votes	<i>Ordinary Resolution</i>	
3	Financials	<i>Ordinary Resolution</i>	
4	Report from the Committee	<i>Ordinary Resolution</i>	
5	Chairperson Nominee	<i>Ordinary Resolution</i>	
	Mr Matt Monroe		
6(i)	Committee	<i>Ordinary Resolution</i>	
	Mr Sam MacKay		
	Mr Ricky Baker		
	Mr Alistair Gillespie		
	Ms Katherine Hu		
	Mr Carlin Richter		
	Mr Ian Hutchings		
	Mr Steven Davey		
	Mr Marcel Tesoriero		
6(ii)	Conflict of Interest Register	<i>Ordinary Resolution</i>	
7	Delegating powers & duties to Committee (Section 108)*	<i>Special Resolution</i>	
8	Renewal of Insurance policy	<i>Ordinary Resolution</i>	
9	Office Bearer's Liability Insurance	<i>Ordinary Resolution</i>	
10	Insurance Excess	<i>Ordinary Resolution</i>	
11	Building Manager's Report	<i>Ordinary Resolution</i>	
12	Common Maintenance	<i>Ordinary Resolution</i>	
13	Body Corporate Rules	<i>Ordinary Resolution</i>	
14	Building Act Compliance	<i>Ordinary Resolution</i>	
15(i)	The Plan is adopted	<i>Ordinary Resolution</i>	
15(i)	Review Long Term Maintenance Plan	<i>Ordinary Resolution</i>	
15(ii)	Arrange required Maintenance	<i>Ordinary Resolution</i>	
16	Health & Safety – Hazard Register	<i>Ordinary Resolution</i>	
17(i)	Budget adopted and levy due date set	<i>Ordinary Resolution</i>	
17(ii)	Committee are authorised to instigate a one-off levy		
17(iii)	Strata to pay standard/regular accounts	<i>Ordinary Resolution</i>	
18	Debt Collection regime	<i>Ordinary Resolution</i>	
19	Audit*	<i>Special Resolution</i>	
		<i>Ordinary Resolution</i>	

21	Minutes to be a record	Ordinary Resolution	
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**Note:** *This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting, please complete the Postal Voting Form or vote using the link in the owner's portal.*