



**RICHARD PEARSE BODY CORPORATE NO. 85659  
2025 ANNUAL GENERAL MEETING MINUTES  
HELD AT 12:00 PM ON THURSDAY 31 JULY 2025  
VIA ZOOM MEETING & YPM BOARDROOM**

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Richard Pearse webpage: [www.ypm.co.nz](http://www.ypm.co.nz), "Member Login", Username: bc85659 Password: be6ub4

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**1.0 Meeting Formalities**

**1.1 Present**

Aaron Taylor - **Chair** (707, 704, 706)  
Amit Nijhawan (102, 103, 106, 108, 110, 202, 206)  
Paul Wright (105, 107, 109, 205, 207, 208, 210, 301, 302, 305, 309, 310, 311, 401, 403, 405, 407, 408, 409, 410, 412, 502, 504, 506, 507, 508, 511, 512, 601, 602, 604, 607, 608, 610, 611, 701, 702, 709, 711, 806, 809, 810, 812)  
Niru Morar (G3)  
Amit Nijhawan

**Via Zoom:**

Manjit Singh  
Yan Liu (201)  
**Pravin Patel (212)**

Ania Dzwonkowski and Sean Mulholland – Lloyd Richardson Ltd  
Richard Lyns -YPM

**Apologies** (other than proxies)

None.

**1.2 Proxies**

JP Synergy Trust – Proxy to Paul Wright (111, 209, 211, 306, 308, 710, 802, 803, 804, 805, 807, 808)  
Judy William – Proxy to Paul Wright – (307; 606; 801)  
Rueben Schwarz – Proxy to Paul Wright (303, 503, 505, 603, 811-)  
Yan Liu (Lucy) -Proxy to Jinjin Tan (201)  
Pravin Patel (212) to Paul Wright

**1.3 Postal Votes**

None.

**1.4 Quorum (25)**

A quorum was present, and the meeting proceeded.

**1.5 Conflicts of Interest**

None noted.

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## 2.0 Previous Minutes

**Moved:** By Ordinary Resolution: That the Minutes of the AGM held on 26 September 2024 as circulated, are taken as true and accurate.

**Niru / Paul / carried**

Matters arising from the minutes not covered elsewhere.  
There were no matters arising

## 3.0 Body Corporate Management Committee

### Chairperson's Report

Aaron noted that the Chair's report was circulated and open the floor to queries and concerns. None were received.

### 3.1 Election of Committee and Chairperson

#### Committee member nominations:

Aaron Taylor	Manjit Singh
Paul Wright,	Niru Morar
Amit Nijhawan	Judy Williams

Richard requested confirmation regarding whether Judy Williams would be resuming her position on the committee. Paul confirmed that Judy had expressed her intention to resume as committee member. Amit queried the process in the event that Judy is not present and decides not to resume her position. Richard responded that, as per Paul's indication of Judy's interest in resuming, the Body Corporate is required to vote on her reinstatement to the committee. If the Body Corporate approve Judy as a Committee member, YPM (Richard) will advise Judy of the approval and obtain confirmation should she elect to resume as a committee member.

**Moved:** By ordinary resolution that the nominated members be elected to the Committee.

**Aaron / Amit /carried**

**Post note:** Richard requested confirmation from Judy William who confirmed she will be resuming as committee member.

**Moved:** By ordinary resolution that the minimum number of committee members be five (5).

**Paul / Amit /carried**

**Moved:** By ordinary resolution, the number required for the quorum of the committee be set at three (3).

**Amit / Paul /carried**

#### Chairperson's nominations:

- Aaron Taylor - nominated By Pravin
- Amit Nijhawan - nominated by *Manjit Singh*
- Manjit Singh- nominated by Amit Nijhawan

By majority vote, Aaron Taylor was elected to resume the position of Chairperson for the next term. Amit Nijhawan formally noted his objection to the nomination of Aaron Taylor as Chair. Aaron accepted the nomination and confirmed his acceptance of re-election to the position of Chairperson.

**Moved:** By ordinary resolution that Aaron Taylor be elected as Chairperson.

**Pravin /Manjit /carried**

**Moved:** By special resolution that the Committee shares the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

**Aaron / Amit /carried**

#### **4.0 Building Management**

Ania spoke to her Building Manager's Report covering the reporting period as circulated and available on the building's website.

##### **Main Items discussed:**

##### **1. Trial Evacuation**

Ania confirmed that a trial evacuation was held and requested that the evacuation scheme be circulated by all owners to their respective tenants.

Amit requested that the Committee be notified in advance of any future trial evacuations and be provided with the evacuation report. This will allow the Committee to monitor tenant compliance and ensure correct procedures are followed during evacuations.

Aaron noted that he has documented procedures attached to his residential lease agreement. Manjit asked if he would be willing to share this information for potential inclusion as a standard in all rental agreements. Aaron agreed to provide this.

**Action: Aaron/ Lloyd Richardson (Ania)**

##### **2. Building Wash**

The Committee noted that the recent building wash was unsatisfactory. Manjit mentioned that old stains and marks remained visible which could also be due to the delay between building washes.

Richard recommended that owners request feedback from their tenants once the wash is completed which can identify areas missed / not cleaned properly and noted that missed areas reported to the Building Manager within 48 hours does assist and enable the contractor to return and address them.

Manjit also emphasised that timely feedback on the contractor's performance will help the Body Corporate assess the contractor's suitability for future work. She further recommended reinstating the previous six-monthly window wash schedule and requested that contractors supply photographic evidence of cleaned areas.

**Action: Lloyd Richardson (Ania)**

##### **3. Podium Repairs**

Ania advised that new leaks have emerged under the podium, raising concerns about its current condition. She confirmed that the podium is at the end of its life cycle.

The Committee discussed the best approach for resuming repairs with minimal disruption to residents.

Pravin requested a clear timeline for the commencement of repairs and inquired whether costs would align with the Long-Term Maintenance Plan.

Aaron noted that once quotes, including access methodology, are received, the Committee will review and formalise a decision.

Amit requested that quotes also include the management fee from Lloyd Richardson Limited.

Manjit proposed regular inspections (every 6 or 12 months) of the podium and gutters to proactively identify maintenance needs and ensure continued structural integrity to limit future preventive cost.

**Action: Lloyd Richardson (Ania) / Committee**

##### **4. Contractor Insurance**

Amit inquired about Contract Works Insurance for upcoming repairs. Richard confirmed that this will be arranged through the Body Corporate's insurer. However, insurance coverage depends on the total project cost and its duration and Lloyd Richardson (Ania) will need to supply this info in advance so that it can be submitted to the

insurance broker before any work resume.

If the works are to be completed in three stages (back of the building, north-facing side, and west side), this breakdown should be included.

Richard requested cost estimates and work schedules in advance to facilitate appropriate insurance arrangements.

## **5. Flooding – Level One**

Ania reported on the flood and subsequent insurance claim for Level One.

Amit expressed concern regarding the delayed insurance claim process and the difficulty in reaching the Building Manager during the incident. He noted that, during the event, he and Paul had to facilitate the majority of the response activities themselves.

Sean advised that both he and Nick had responded as quickly as possible.

The Committee agreed that communication needs to be improved and that the Building Manager on duty must be available for emergencies.

Sean proposed the creation of a WhatsApp group for improved Committee communication, which was approved.

Sean also reminded all owners that contents insurance is the responsibility of individual residents and does not fall under Body Corporate coverage.

**Action: Lloyd Richardson (Sean / Ania)**

## **6. Water Bill**

Amit raised concerns about the unusually high water bill and emphasised the need for clear communication regarding payment responsibilities, as the matter appeared to have progressed without a clear agreement from the Committee.

The Committee noted that this matter had been delegated to Ania.

Manjit added that there may have been missed emails and requested that all Committee members be included in future communications to ensure consensus on the way forward.

## **7. Health and Safety**

Ania reported three health and safety incidents:

- Two tenants forced open the front doors, causing them to become jammed. The responsible units were identified, and the respective owners were on-charged.
- An incident of vomiting in the lobby was cleaned, and the responsible unit was similarly on-charged.
- The building's smoke alarm was triggered due to water ingress into the detector at the Nudel Restaurant, Ania confirmed that this is normal behaviour for the system, as the system registers itself as malfunctioning

**8. Building CCTV-** Manjit queried whether additional cameras are required on other floors, such as floor 8. The Body Corporate discussed the existing camera system and concluded that it will remain unchanged.

## **5.0 Administration and Finance**

### **5.1 End of the Year Financial Statements**

Richard spoke to the financial statements for the year ended 31 March 2025 as circulated.

**Moved:** By ordinary resolution that the financial statements for the year ended 31 March 2025 as circulated are approved.

**Paul /Niru Morar/carried**

### **5.2 Appointment of Auditor**

Richard as per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 31 March 2026 accounts to undertake a special purpose verification or an agreed

upon procedures review or an audit. The Body Corporate discussed the possibility of conducting an audit in the future and noted that, should any irregularities be identified, an audit will be carried out if required.

**Moved:** By special resolution *That the Body Corporate will not undertake an audit/review or special verification procedure for the accounts to 31 March 2026.*

**Aaron / Paul /carried**

### **5.3 Proposed 2025- 2026 Budget**

Richard presented the proposed budget as circulated prior to the meeting.

#### **1. Fire System Repairs and Maintenance:**

Amit Nijhawan raised concerns regarding the allocation of costs under Fire System Repairs and Maintenance. He questioned the level of provision.

Sean noted that costs associated with the fire system are often unpredictable, and it is therefore prudent to maintain an adequate provision.

Following discussion, the Body Corporate agreed to reduce the provision to \$10,000.00.

#### **2. Security Provision:**

Amit raised concerns regarding the budgeted security provision, noting that it no longer appeared applicable given that appropriate systems are already in place.

After discussion, the Body Corporate agreed that a provision of \$1,500.00 would be sufficient.

#### **3. Long-Term Maintenance (LTM) Plan – Window Repairs:**

Manjit highlighted that while the LTM plan made provision for window repairs, standard window repairs such as handles, stays, and seals are the responsibility of individual unit owners. Only structural elements surrounding the windows fall under the Body Corporate's responsibility.

The Body Corporate discussed the cost allocation and agreed to reduce the LTM contribution to \$85,000.00. The LTM Plan will be amended accordingly upon its renewal date to reflect these changes.

**Moved:** By ordinary resolution that the 2025–2026 budget be accepted with the following amendments:

1. Fire System Repairs and Maintenance provision reduced to \$10,000
2. Security provision reduced to \$1,500
3. Long-Term Maintenance Plan contribution reduced to \$85,000

and that the levy schedule be amended accordingly and approved with monthly payments commencing on 1 October 2025 and continuing until further notice.

**Amit / Paul /carried**

**Moved:** By

*Ordinary Resolution: That 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 and long-term maintenance plan.*

**Aaron / Niru /carried**

### **5.4 Long Term Maintenance Plan:**

Aaron noted that the long-term maintenance plan will be up for review in 2027 whereby all amendment will be reviewed.

*Moved by Ordinary Resolution: That the attached Long Term Maintenance Plan be accepted*

**Aaron / Paul /carried**

## **6.0 General Business**

### **6.1 Common Areas:**

Amit provided background on the issue of certain portions of the common property being used or replaced in a manner inconsistent with their designated use. These spaces are intended for the benefit of all owners and residents in accordance with the Unit Titles Act and body corporate operational rules.

Area discussed: Utilisation for the Laundry room - query was raised regarding the laundry area and its status, as it falls within the common property.

Manjit suggesting that if common areas are being used for personal benefit, they should either be relinquished or subject to a rental fee to provide income for the body corporate.

Manjit proposed that:

- The occupant could be offered the first right of opportunity, as has been discussed in previous years.
- Alternatively, income should be returned to the body corporate.
- With free use (e.g., washing/drying), it is difficult to manage operational costs and maintenance without compensation.

Manjit volunteered to join a subcommittee to help resolve the issue. The meeting agreed that action is needed and suggested further investigation will be reviewed. The committee will reconvene at the next meeting to decide on the next steps.

Moved by Ordinary Resolution: That the Body Corporate resolves that all common areas currently occupied, enclosed, or exclusively used by any unit owner, tenant, or other party without formal authorisation or exclusive use rights granted by the Body Corporate, be returned to the Body Corporate for shared use as common property.

**Amit / Manjit / Carried**

### **6.2 Utility Interest Overview**

Amit noted that the current utility interest allocations do not accurately reflect differences in resource usage across units. Some units consume significantly more utilities due to additional appliances and increased reliance on shared facilities such as lifts. This results in an inequitable cost distribution, with lower-usage units effectively subsidising those with higher usage. A reassessment of the utility interest schedule is recommended to promote fair, demand-based cost sharing.

Amit noted that a former large conference room has been converted into three residential units, each with full kitchens and appliances, leading to significantly increased utility demands. Other upgraded units (e.g., Units 101, 201) also now include high-usage appliances.

It was noted that utility allocations should be reassessed to reflect these changes.

The Body corporate requested to have the building manager inspect units to document appliances and estimate power/water usage.

**Action: Lloyd Richardson (Ania)**

Niru noted that the retail manage their own utilities due to having separate meters.

Aaron noted that utility interest is tied to unit valuation, and changes may require a professional valuer's assessment and advised Legal and administrative costs for reassessment and changes to entitlements could be between \$30,000–\$50,000.

Manjit Singh agreed and emphasised the need for full owner consent and involvement of lawyers for any changes.

Amit highlighted Two separate issues:

1. Cost reallocation for shared facilities (e.g., lifts) – can be managed with a costing schedule.
2. Full utility interest reassessment – more formal; involves valuation but may not require title change.

The Body Corporate request the committee to Engage a valuer to assess unit changes and cost implications.

The committee will manage this process directly, no subcommittee required at this stage.

**Moved: By Special Resolution (designated):** That the Body Corporate initiates a reassessment of the utility interest schedule to ensure that contributions toward shared expenses more accurately reflect actual usage, load on services, and benefits derived by each unit.

**Amit / Aaron / carried**

### **6.3 Review and approval of Minutes**

To ensure transparency and accuracy, Amit requested that all committee members review and provide input on the meeting minutes before the final draft is submitted to YPM.

Richard noted that it is outside of the normal process for YPM to send the Chair's minutes to all committee members and to facilitate their input.

Richard proposed the following approach:

1. YPM should distribute the Chair's minutes to both the Chair and the committee.
2. The Chair should amend the minutes accordingly and provide a revised draft to the committee.
3. The committee members should then review the draft and submit their feedback, input, and suggested changes to the Chair.
4. The Chair should finalize the minutes and forward the final version to YPM.

The meeting agreed to adopt this approach.

**Action: YPM (Richard)**

### **6.4 Concern Raised: Delayed Carpet Replacement**

The replacement of the carpet and on-going delays was discussed. The Meeting agreed that Ania can provide final quotes, and the Committee will provide approval for the carpets repairs to resume.

Richard noted that by consistently obtaining quotes for the same jobs, contractors does not only question the work requests on one building, but it does affect all other buildings managed by the building manager. Richard raises the importance of reviewing and concluding quotes as soon as possible.

**Action: Lloyd Richardson (Ania) / Committee**

Paul thanked Ania for excellent work being performed during this term.

Manjit thanks Aaron for his willingness to resume for another term.

The Chair expressed his thanks to the incoming committee and to all for their attendance.

There being no further business, the meeting closed at 1:57 pm.