

NOTICE TO ALL SHAREHOLDERS AT DOLPHIN SQUARE FLATS

As agreed at the AGM on 5/9/20 with regard to the new levies, the following figures have been decided on taking effect from 1/10/20:

3 bdrm flat (2) w/garage - increase of \$93.58	= \$429
3 bdrm flat (1) no garage - increase of. of \$86	= \$416
2 bdrm flat (9) w/garage - increase of \$67.95	= \$379
2 bdrm flat (4) no garage - increase of \$60.37	= \$366

Kind regards
The Directors

DOLPHIN SQUARE FLATS LTD

Minutes of Annual General Meeting

5 September 2020, Cosmopolitan Club (Cossie Club), Upper Hutt, 10am

Facilitator: Brian Childs from Tall Poppy Real Estate

Present: Brenda Rennie, Gloria Randall, Etta Farmer, Lynette Steedman, Sharon Hoyle, Kath Williams, Fran Haigh, Carol Parnell, Kevin & Jane Smylie, Phil Venning, Lindsay & Leanne Irwin, Vicki Smith, Hana Owen, Sue Barton, Dorothy Campbell

Apologies: Sylvia Collis

Proxies: Sylvia Collis given to Gloria Randall

Brian Childs introduced himself and outlined the agenda for the meeting.

Minutes of 2019 AGM were nominated as accepted by Fran Haigh and seconded by Lynette Steedman.

Chairperson Report – Brenda Rennie

- 3 porch gutterings to be put on when weather clears
- Chimneys need cleaning and certified before repairs to be done
- Hedge and trees need doing depending on weather
- Tree outside Flat 7 awaiting council coming back to her
- Company lawn mowing – Robbie will do it monthly
- Meet at notice by parking area regarding fire/emergency and, if necessary, go to Trentham School
- Painting of repaired porches to be done depending on weather
- Christmas lunch at Quinn's Post. Date will be notified soon.

Financial Report – Brenda Rennie

- Please pay account monthly not fortnightly so we get right amounts.
- Brenda will check the discrepancy of \$607 and \$300.
- Book value of flats not updated with accountant.

Levies – Fran Haigh

Thank you to Fran for your work on the graphs as they gave a clear view of the costs. Lynette objected to proposed cost because it lessened the current maintenance fund. Sharon objected stating it should not be dipping into the maintenance fund.

Proposed by Etta for shareholders to discuss further raising of levy once an approximate figure for maintenance has been obtained in 3 months' time. Seconded Lindsay. Vote went to accept for the time being Fran's monthly flat rates. Outcome: 12 Yes. 4 No.

Brian Childs suggested the accountant should be at the AGM to answer any questions arising. A suggestion of changing accountant was put forward.

Brian Childs also suggested Sherwin (property maintenance) could be considered for a property inspection.

Brian Childs thanked Sharon, Lynette and Kevin for their work on the committee as they have resigned.

Election of Directors and Chairperson

Motion raised by Vicki Smith that a second person scrutinise to aid Brian Childs with votes. Lindsay Irwin was nominated by Phil. Seconded Fran.

Rule: Directors no fewer than 2 or more than five.

Nominees: Brenda Rennie (6 votes) and Vicki Smith (8 votes) were the only nominees but four more shareholders were added:

Jane Smylie (12 votes)

Etta Farmer (10 votes)

Phil Venning (9 votes)

Carol Parnell (8 votes)

The voting results was Jane Smylie, Etta Farmer, Phil Venning, Carol Parnell, Vicki Smith were elected with Vicki Smith as only candidate for the position of chairperson.

Thank you Brenda for all the years you have put into being chairperson and committee member. We do appreciate it.

General Business

1. Maximum of 3 years as chairperson. Deferred to general Shareholders meeting
2. Review constitution – deferred to general Shareholders meeting. Brian Childs suggested lawyer, Michael Hofmann-Body, Home Legal.
3. Review current accountant – deferred to general Shareholders meeting. Kevin rang 6 accountants and only 2 were prepared to take it on. Ryder-Lewis and Kennedy Financial Services.

Meeting closed at 11.30am. Refreshments supplied by Brian Childs.

Verified by Etta Farmer Date: 2 October 2020
Director, Etta Farmer, Flat 7, Dolphin Square Flats Ltd

Verified by Vicki Smith Date: 2-9-2020
Director & Chairperson, Vicki Smith, Flat 9, Dolphin Square Flats Ltd

DOLPHIN SQUARE FLATS – DIRECTORS’ MEETING 17 SEPTEMBER 2020, 7PM

Venue: Vicki Smith, Flat 9

Present: Vicki Smith, Etta Farmer, Jane Smylie, Phil Venning, Carol Parnell

Matters arising from last Directors Meeting 10 August 2020

- Chimneys:** Jane to liaise with State Insurance regarding the information requested before any repairs can be actioned.
- Tree Trimming:** Etta to contact Upper Hutt Council regarding trimming of trees at the back of Flats 7 & 8
- Painting:** Etta to contact Graham Hawkins regarding a time for painting and puttied areas on porch frames at Flats 1, 2, 3, 14 and 15.
- Guttering:** Flats 6, 14 and 15. This is a priority. Phil & Etta to follow up.
- Working Bee:** To be held either October or November. Carol to coordinate and have a list of jobs to be done.

AGM Minutes:

Some amendments were noted. Draft to be sent to shareholders. Any amendments to be dropped into Vicki’s letterbox (No. 9) within 1 week of receiving the draft.

Registration of new directors

Vicki and Etta have met with accountant, Joyce Sutton regarding updating the Companies Register. Online communication has been established with Joyce.

Bank

Vicki and Etta have met with the bank to discuss setting up new signatories. Discussed online banking. We will use the remaining cheques and review this in the New Year (2021).

Directors Meetings

To continue on monthly basis. May need more frequent meetings at this stage. Minutes to shareholders to include details of expenses, for example, maintenance work during the previous month.

Shareholders Gatherings

Christmas Lunch. Midday Saturday 5 December 2020. Pot-luck lunch at Spinners and Weavers. Notice coming to shareholders soon.

Review of Tradespeople

Directors are compiling and updating list of current tradespeople. Please contact any of the directors if you know of a tradesperson you would like to recommend.

Review of Maintenance

Phil to follow up with Sherwin Construction regarding an informal property assessment as suggested by Brian Childs at the AGM in September 2020.

Change of Accountant

Vicki and Etta have had good face to face and online communication with Joyce Sutton thus far. Will review the need for a change of accountant in the New Year (2021).

Contact details

Look out for a memo coming to your letterbox soon. Memo is requesting updated contact details and next of kin. Please check, write amendment, and return to Vicki's letterbox (No. 9) or hand to her at Flat 9.

Waste Management Bin

Reminder that this is for green waste only. Jane has the key and is responsible for locking and unlocking the bin. Any queries contact Jane 021 264 9606.

Levy Increase

Memo to be sent to all shareholders with rounded off levy amounts.

Meeting closed 9pm.

Next Directors' meeting Friday 25 September, 6.30pm, at Flat 9, Vicki Smith. Meeting to cover remaining agenda items and suggestions from some shareholders.

Thanks

Regards

The Directors