

1 March 2019

Safari Group Limited
PO Box 99435
Newmarket
AUCKLAND 1149

Dear Safari Group Limited,

Body Corporate 000000 Unit 000

We are writing to you as a new owner of a unit in the above body corporate. We have been appointed the Manager the Body Corporate under the Unit Titles Act 2010, which means that we have various administrative duties to perform for all owners.

These include preparation of an annual budget, collecting levies from owners, arranging annual insurance cover for full replacement value, making payments, holding an Annual General Meeting, maintaining a register of proprietors, issuing Disclosure Statements which are required whenever a unit is sold or mortgaged, preparing the annual accounts etc.

Please do not hesitate to contact us if you require any further information. We look forward to meeting you in due course.

Yours faithfully,



Darren van der Wal
Strictly Body Corporate Limited
Body Corporate Manager, Body Corporate
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STRICTLY BODY CORPORATE LIMITED

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STRICTLY BODY CORPORATE LIMITED

1. Your Body Corporate

- A Body Corporate comprises all the owners of the units contained in the 'Unit Plan' on the Certificate of Title of your property.
- The legislation that governs your Body Corporate is the Unit Titles Act 2010.
- The common types of unit titled properties are Apartment buildings, Townhouse complexes and some Office buildings.
- Bodies Corporate have a unique identification number i.e. Body Corporate 123456.
- The legal description of your unit will include a 'Principal Unit' and also an 'Accessory Unit or Units'. The Principal Unit is the primary unit and the Accessory Units include garages, car parks, storage units and decks.
- Unit Titled properties may also be referred to as 'Strata Title units'.

2. Body Corporate Management

- Bodies Corporate are required to be administered in accordance with The Unit Titles Act 2010.
- The act requires that a Body Corporate conduct matters in accordance with its requirements.
- The Body Corporate may elect a Body Corporate Committee who may appoint a Body Corporate Secretary to ensure matters are administered in accordance with the Unit Titles Act 2010 delegated authorities by the Chairman.
- It is preferable that external entities, such as Strictly Body Corporate Limited, manage the Body Corporate independently. Professional secretary companies will ensure efficient management systems, trust accounts and public liability Insurances to ensure your protection.

3. Regulatory requirements in accordance with the act

- Ensuring matters of the Body Corporate are conducted in accordance with the Act.
- Ensuring reinstatement Insurance cover.
- Holding a register of proprietors.
- Holding a copy of the Body Corporate Rules.
- Conducting an Annual General Meeting of the Body Corporate.
- Ensuring the Body Corporate complies with regulatory requirements.
- Ensuring maintenance of common areas and common property.



4. Important points

- The Body Corporate is the collective group of owners of the Unit Titled property and not the Committee and/or the Body Corporate Secretary.
- The Body Corporate does not incur costs specific to one unit. Costs are able to be recharged to specific units.
- Debt collection agencies can be used to collect unpaid Body Corporate levies and Charges.
- Decisions are made in accordance with rules and requirements as stated in The Unit Titles Act 2010.
- Voting rights are available to proprietors who are current with payment of levies and charges.
- Matters of the Body Corporate are conducted by delegated authority in accordance with authorities as outlined in the Unit Titles Act 2010 and its regulations.
- Replacement Insurance cover of the buildings is held over the structure as a complete entity. The policy will be in the name of the specific Body Corporate. Contents are not covered by the Body Corporate Insurance cover.
- When units are sold, mortgaged or refinanced a section 147 (3) (a) certificate is required to be produced by the Body Corporate which details any outstanding charges pertaining to the unit and any matters that could give rise to current or future costs to owners.
- The Body Corporate may have features that give rise to regulatory requirements.
- The Body Corporate will operate a budget to incur the costs of Insurance, Management and Maintenance of the common property.

