TE PĀ TĀHUNA BODY CORPORATE

Understanding the Te Pā Tāhuna Body Corporate

A simple guide for prospective owners

Welcome to Te Pā Tāhuna

If you're considering purchasing at Te Pā Tāhuna, you may have questions about the Body Corporate and how it works.

The good news is that a Body Corporate is simply a way for owners to collectively manage and maintain the shared areas and services within a development. Its purpose is to protect your investment, maintain the quality of the community, and make ownership easier. At Te Pā Tāhuna, the Body Corporate is professionally managed by Auckland Body Corporate.

What is a Body Corporate?

A Body Corporate is made up of all property owners within a development. Every owner automatically becomes a member when they purchase their property.

The Body Corporate is responsible for the management and maintenance of common property and shared services, helping ensure the development remains safe, attractive, and well cared for.

Why does Te Pā Tāhuna have a Body Corporate?

A Body Corporate provides a practical way for owners to work together to manage, maintain, and protect the parts of the development that everyone uses and benefits from.

This includes things such as:

- Shared outdoor and landscaped areas
- Accessways, entrances, and common facilities
- Building insurance
- Health and safety requirements
- Maintenance and repair of common property
- Long-term maintenance planning
- Building and property management services

Rather than individual owners having to organise and fund these matters separately, the Body Corporate manages them collectively on behalf of all owners.

This helps ensure the development remains safe, well-maintained, and enjoyable to live in, while also protecting the long-term value of the community and the investments of all owners. Most owners find that a professionally managed Body Corporate provides convenience and peace of mind, allowing them to enjoy their home while knowing the wider development is being cared for responsibly.

What are Body Corporate levies?

Body Corporate levies are contributions paid by owners to fund the operation, maintenance, and long-term upkeep of the development and its shared facilities.

These levies help cover:

- General maintenance and repairs
- Building insurance
- Cleaning, landscaping, and upkeep of shared areas
- Building and property management services
- Administration and financial management
- Health and safety requirements
- Future maintenance and contingency planning

By contributing together, owners can ensure the development is maintained to a high standard, meets its legal and insurance obligations, and is appropriately funded for future repairs and maintenance.

Regular levy contributions help protect the quality, appearance, and long-term value of the community while reducing the burden on individual owners to organise and fund these responsibilities themselves.

Who manages the Body Corporate?

The Te Pā Tāhuna Body Corporate is professionally managed by **Auckland Body Corporate**, with support from a local Queenstown-based building management team.

Their role is to support owners and help ensure the development operates smoothly by:

- Managing day-to-day administration
- Coordinating maintenance and repairs
- Managing finances, budgets, and levies
- Supporting owners and committee members
- Organising meetings and maintaining records
- Ensuring compliance with legislative requirements
- Coordinating insurance and contractor services

Auckland Body Corporate also provides owners with access to its online My Community portal, where owners can view levy information, financial reports, meeting documents, important records, and lodge maintenance requests, providing transparency and easy access to key information.

Their goal is to make ownership as straightforward and stress-free as possible, allowing owners to enjoy their homes while knowing the development is being professionally managed and maintained for the benefit of the entire community.

Do owners have a say?

Yes. All owners are members of the Body Corporate and have the opportunity to participate in important decisions affecting the development.

Owners can:

- Attend Annual General Meetings (AGMs)
- Vote on key matters affecting the development
- Review budgets and financial reports
- Raise questions, concerns, and suggestions
- Elect committee members (where applicable)
- Stand for election to the committee themselves

The Body Corporate is designed to give owners a collective voice in how the development is managed. Whether it's planning future maintenance, approving budgets, enhancing shared facilities, or considering new initiatives, owners have the opportunity to be involved in decisions that affect their community and investment.

Even owners who choose not to be actively involved can benefit from knowing that decisions are made through a transparent process that represents the interests of all owners.

What happens at owners' meetings?

The Annual General Meeting (AGM) is an important opportunity for owners to stay informed about the Body Corporate and have a say in decisions affecting the development.

At the AGM, owners can:

- Receive updates on the Body Corporate and the development
- Review the financial performance and budgets
- Consider upcoming maintenance and improvement projects
- Discuss matters affecting the community
- Vote on key decisions relating to the development
- Ask questions and provide feedback

These meetings help ensure owners remain informed, engaged, and involved in the future direction of the community. They also provide a transparent forum for discussing important matters and making decisions collectively for the benefit of all owners.

Auckland Body Corporate attends the AGM to provide professional advice, financial reporting, and administrative support, helping owners make informed decisions and ensuring the Body Corporate is managed effectively.

Will the Body Corporate tell me what I can do in my home?

No. The Body Corporate exists to support a well-maintained, safe, and enjoyable community for everyone who lives at Te Pā Tāhuna. Owners have the freedom to enjoy and personalise their own homes, while a small number of operational rules help ensure shared spaces and facilities can be enjoyed by all residents.

These rules are generally practical and reasonable, focusing on matters such as safety, protecting common property, and respecting neighbours' peaceful enjoyment of their homes.

While owners have considerable freedom to enjoy and personalise their own homes, certain alterations may require prior approval from the Body Corporate. This can include changes such as replacing floor coverings, removing or altering walls, modifying plumbing, electrical, mechanical, or other building infrastructure, or undertaking any work that could affect neighbouring units, common property, building services, acoustics, insurance, or regulatory compliance. Owners should seek approval before commencing such works to ensure the proposed changes are consistent with the Body Corporate's requirements and any applicable building or consent obligations.

Most owners find that a professionally managed Body Corporate actually provides greater convenience, as maintenance, compliance requirements, insurance arrangements, and many day-to-day property matters are coordinated on their behalf, reducing the time and effort required to manage these responsibilities individually.

How are maintenance issues handled?

If an issue arises affecting common property, Auckland Body Corporate and the building management team will coordinate the appropriate contractors and service providers to investigate and resolve it.

The building management service includes:

- Regular site inspections
- Coordination and management of approved contractors
- Preventative maintenance programmes
- Emergency response support
- Maintenance reporting and tracking

Owners can report maintenance issues through Auckland Body Corporate, ensuring concerns are recorded, monitored, and addressed in a timely and professional manner.

This proactive approach helps ensure the development remains safe, well-maintained, and operating efficiently, while reducing the burden on individual owners to organise maintenance and repairs themselves. Ultimately, it helps protect the quality, appearance, and long-term value of the community for everyone who lives there.

How are disputes resolved?

Most issues are resolved through communication and established Body Corporate processes.

Where needed, Auckland Body Corporate can assist with facilitating discussions and ensuring matters are managed fairly and consistently. If a dispute cannot be resolved informally, formal processes are available under New Zealand's Unit Titles framework. The goal is always to achieve a fair outcome while maintaining a positive community environment.

How can owners access information?

Once the Body Corporate commences, owners have access to Auckland Body Corporate's online **My Community** portal, which provides:

- Levy information
- Financial reports
- Important documents
- Meeting information
- Maintenance request logging
- Owner communication tools

This provides transparency and makes it easy for owners to stay informed.

The Bottom Line

A Body Corporate exists to make ownership easier, not more complicated. It provides a structured and professional way for owners to work together to manage and protect the development for the benefit of everyone.

A Body Corporate helps to:

- Maintain the quality and appearance of the development
- Protect property values over the long term
- Manage shared facilities, services, and common property
- Plan and budget for future maintenance and repairs
- Ensure insurance, health and safety, and compliance requirements are met
- Give owners a voice in important decisions affecting their community

At Te Pā Tāhuna, Auckland Body Corporate provides professional management and support, helping ensure the development is well-maintained, financially sustainable, and operating effectively.

Most owners appreciate the convenience, transparency, and peace of mind that comes from knowing the community is being professionally managed, allowing them to enjoy the benefits of ownership and community living with confidence.

Questions?

For further information about the Te Pā Tāhuna Body Corporate, please speak with the sales team. They will be happy to answer any questions specific to your purchase and ownership experience.

This fact sheet is intended as a general guide only and should be read alongside the Body Corporate rules and Body Corporate disclosure information provided during the purchase process.

Body Corporate Glossary

Not sure what a term means? Here's a quick guide to some of the most common Body Corporate terminology you'll come across as a Te Pā Tāhuna owner.

Body Corporate
The legal entity made up of all property owners within a unit title development. It is responsible for managing, maintaining, and protecting the shared areas and assets of the development.

Body Corporate Levy
A regular contribution paid by owners to cover the costs of operating and maintaining the development. Levies help fund services such as insurance, maintenance, administration, and long-term upkeep.

Common Property
Areas and facilities that are shared by all owners and residents. Depending on the development, this may include accessways, landscaping, entrance ways, shared services, and other communal spaces.

Unit Owner
A person who owns a home or property within the development. Every owner automatically becomes a member of the Body Corporate.

Annual General Meeting (AGM)
The yearly meeting where owners receive updates, review financial information, consider budgets, discuss maintenance plans, and vote on key matters affecting the development.

Body Corporate Committee
A group of elected owners who help represent the interests of all owners and work with the Body Corporate manager on day-to-day governance and decision-making.

Body Corporate Manager
A professional company appointed by the Body Corporate to assist with administration, financial management, meetings, communications, compliance, and maintenance coordination. At Te Pā Tāhuna, this role is performed by Auckland Body Corporate.

Building Manager
A professional responsible for overseeing the day-to-day operation of the development, including maintenance coordination, contractor management, inspections, security matters, and emergency response.

Long-Term Maintenance Plan
A plan that helps the Body Corporate prepare and budget for future maintenance and replacement of shared building elements such as roofing, exterior finishes, services, and infrastructure.

Operating Fund
The account used to pay for the day-to-day expenses of the Body Corporate, such as cleaning, insurance, administration, and routine maintenance.

Maintenance Request
A request lodged by an owner or resident to report an issue affecting common property or shared facilities, such as lighting, landscaping, or building systems. Auckland Body Corporate's My Community portal allows owners and residents to submit these requests online.

My Community Portal
Auckland Body Corporate's online owner portal, providing access to financial reports, levy information, Body Corporate documents, maintenance requests, and communications.

Rules
The agreed guidelines that help residents and owners enjoy the development while protecting shared property and maintaining a positive living environment.

Quorum
The minimum number of owners required to be present, either in person or by proxy, for a meeting to proceed and make formal decisions.

Proxy
A person authorised to attend and vote at a meeting on behalf of an owner who is unable to attend.

Unit Title
A form of property ownership commonly used for apartments, townhouses, and mixed-use developments, where owners own their individual property and share ownership of common property with other owners.

Disclosure Statement
Information provided to prospective buyers that outlines important details about the property and Body Corporate, including levies, rules, and financial arrangements.