

Unit Owner(s)
Hume House
WELLINGTON

**Hume House
Body Corporate 83149**

**Notice of the
2023 EXTRAORDINARY GENERAL MEETING**

To be conducted via Zoom

Date:
Wednesday, 29th March at 12.00 noon

Website: www.ypm.co.nz, select "Member Login" Username: bc83149 Password: 83149

**2023 EXTRAORDINARY GENERAL MEETING OF
HUME HOUSE BODY CORPORATE 83149**

Please find enclosed,

- Notice & Agenda
- Proxy form
- Postal voting form
- Letter from the Chair
- Proposed Special Levy Schedule
- Summary of Estimated Design & Consent Costs
- Rawlinsons Estimated Construction Costs (3 Options)
- Goleman Group Façade Condition Survey (2020)
- Owner Contact Details Form

Attached to this Notice of Meeting is a Proxy Form, that should be completed if:

- You are the legal representative of an owner, or
- You are unable to attend the meeting and wish to appoint a proxy.

As owners, you are strongly urged to attend or submit your proxy in order to ensure a quorum is attained and the meeting can proceed.

Please see the signing instructions contained in the Proxy and Postal Voting forms.

In the meantime, should you have any questions regarding the body corporate, please do not hesitate to contact me.

We look forward to seeing you.

Yours sincerely



Jan Viljoen
Your Property Matters Ltd
Body Corporate Manager for BC 83149

15 March 2023

HUME HOUSE CORPORATE 83149 2023 EXTRAORDINARY GENERAL MEETING

AGENDA:

1.0 Meeting Formalities

- 1.1 Present
- 1.2 Proxies
- 1.3 Apologies
- 1.4 Postal Votes
- 1.5 Quorum

2.0 Windows and Facade Upgrade Project

As mentioned at the AGM in November 2022, the committee is calling this EGM to present a proposal based on feedback from the project manager including costs and timelines. The recommendation is to split the project into two phases. Phase one consists of design up to consent and phase two will be construction. It was also stated at the AGM that the entire project will be funded by way of special levies.

The committee is now seeking guidance regarding the three possible options for dealing with the windows. All three options will include façade repairs and external painting. Once agreed, the architects will be instructed to refine the design culminating in a final design proposal, ready for costing by the quantity surveyor.

The committee also seeks approval to proceed with phase one at an estimated cost of \$290k which includes GST as well as a contingency provision of 10%. This is to be funded by a special levy of \$300k payable by 1 July 2023 to allow owners time to arrange funding. Any excess from this phase will be carried forward to the construction phase.

Resolutions:

Ordinary Resolution: That the Body Corporate elects to proceed with Option 1 of the proposed windows and façade upgrade project which includes repairs to the existing steel windows.

Ordinary Resolution: That the Body Corporate elects to proceed with Option 2 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new single glazed aluminium windows.

Ordinary Resolution: That the Body Corporate elects to proceed with Option 3 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new double glazed aluminium windows.

Ordinary Resolution: That the Body Corporate gives approval for the committee to proceed with Phase 1 of the project consisting of the design to consent phase at an estimated cost of \$290,000.

Ordinary Resolution: That the Body Corporate raises a special levy of \$300,000 based on utility interest payable by 1 July 2023 to fund phase 1 of the windows and facade upgrade project.

Notes:

1. Please note that Unit Owners may not vote unless all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the Unit have been paid.
2. Voting procedures:

Section 97: Counting of votes for ordinary resolution subject to request for poll

- (1) This section applies if a motion is to be decided by ordinary resolution, subject to a request for a poll, at a general meeting of a body corporate.
- (2) One vote only may be exercised for each principal unit.
- (3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
- (4) For a body corporate meeting to pass an ordinary resolution, a majority in number of the eligible voters who vote on the resolution must vote in favour of the resolution.
- (5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
- (6) An ordinary resolution passed under this section is subject to a request for a poll under section 99 and the motion being confirmed by that poll.

Section 98: Counting of votes for special resolution subject to request for poll

- (1) This section applies if a motion is to be decided by special resolution, subject to a request for a poll, at a general meeting of a body corporate.
- (2) One vote only may be exercised for each principal unit.
- (3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
- (4) For a special resolution to pass, 75% of the eligible voters who vote on the resolution must vote in favour of the resolution.
- (5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
- (6) A special resolution passed under this section is subject to a request for a poll under section 99 and the motion being confirmed by that poll.

Section 99: Request for poll

- (1) A poll may be requested by any eligible voter voting on a motion passed by ordinary resolution under section 97 or by special resolution under section 98.
- (2) The eligible voter must request the poll in person at the meeting.

Section 100: Counting of votes if poll requested

- (1) This section applies if—
 - (a) a motion is passed by ordinary resolution or special resolution; and
 - (b) a poll is properly requested.
- (2) One vote only may be exercised for each principal unit and only those who voted on the motion under section 97 or 98 are entitled to vote.
- (3) For the motion to pass by ordinary resolution where a poll is requested, a majority of the ownership interest represented by those voting must vote in favour of the motion.
- (4) For the motion to pass by special resolution where a poll is requested, 75% of the ownership interest represented by those voting must vote in favour of the motion.
- (5) The result of any poll is the resolution of the general meeting.

3. Procedure if no quorum present:

Regulation 13: Quorum

- (1) A general meeting of a body corporate may proceed without a quorum if the persons who have cast postal votes together with those present are entitled to exercise the voting power in respect of not less than 25% of the principal units in the unit title development.
- (2) If a quorum is not reached at a general meeting of a body corporate, and subclause (1) does not apply, the following procedure applies:
 - (a) the meeting must be adjourned until the same day 1 week later; and
 - (b) the reconvened meeting must be held at the same time and place, unless the chairperson has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place; and
 - (c) the reconvened meeting must proceed, whether a quorum exists or not.

4. Ownership and Utility Interests

Section 38: Ownership interest

- (3) The ownership interest is used to determine a range of matters, including, but not limited to,—
- (a) the beneficial interest of the owner of the principal unit in the common property:
 - (b) the share of the owner of the principal unit in the value of any buildings, fixtures, and other improvements in relation to leasehold land:
 - (c) the voting rights of the owner of the principal unit when a poll is requested under section 99:
 - (d) the share of the owner of the principal unit in the underlying fee simple in the land on the cancellation of the unit plan:
 - (e) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under section 121 in respect of any capital improvement fund:
 - (f) the rights of the owner of the principal unit in relation to a distribution of any surplus money of a capital improvement fund under section 131:
 - (g) the extent of the obligation of the owner of the principal unit for payment of ground rental under section 87:
 - (h) the extent of the liability of the owner of the principal unit for damages and costs under section 142.

Section 39: Utility interest (other than for future development units)

- (3) The utility interest is used to determine a range of matters including, but not limited to,—
- (a) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under section 121 in respect of the long-term maintenance fund, the optional contingency fund, and the operating account:
 - (b) the rights of the owner of the principal unit in relation to a distribution of any surplus money in the long-term maintenance fund, the optional contingency fund, or the operating account, or personal property of the body corporate under section 131.

Proxy Appointment Form

As per Section 102(3), Unit Titles Act 2010

To:

Marlene Tvrdeic (marlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

Proxy appointment

We/I*, _____ [full name, address], being the
owner/owners* of _____ [principal unit] and therefore an eligible voter within
the meaning of section 96(1) of the Unit Titles Act 2010, appoint
_____ [full name] as my/our* proxy for the purposes of the
general meeting of the body corporate to be held on 29th March 2023

*Select one.

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

Motions.

Motion	Type of resolution
That the Body Corporate elects to proceed with Option 1 of the proposed windows and façade upgrade project which includes repairs to the existing steel windows.	Ordinary (non-designated)
That the Body Corporate elects to proceed with Option 2 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new single glazed aluminium windows.	Ordinary (non-designated)
That the Body Corporate elects to proceed with Option 3 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new double glazed aluminium windows.	Ordinary (non-designated)
That the Body Corporate gives approval for the committee to proceed with Phase 1 of the project consisting of the design to consent phase at an estimated cost of \$290,000.	Ordinary (non-designated)
That the Body Corporate raises a special levy of \$300,000 based on utility interest payable by 1 July 2023 to fund phase 1 of the windows and facade upgrade project.	Ordinary (non-designated)

Date: ____ / ____ / ____

Signature of eligible voter: _____

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 text of motions is 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. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.

Postal Voting Form

As per Section 103, Unit Titles Act 2010

To: Marlene Tvrdeic (marlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

Instructions

You are entitled to vote at the body corporate meeting to be held on 29th March 2023 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 in the final column of the table and return the form to Your Property Matters Limited so that it is received by 28th March 2023.

Postal vote

We/I*,

[full name, address], being the
owner/owners* of _____ [unit number] and therefore an eligible voter within
the meaning of section 96(1) of the Unit Titles Act 2010, intend to cast the following postal
vote(s) at the meeting of the body corporate to be held on 29th March 2023 at Your
Property Matters, Wellington.

*Select one.

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Body Corporate elects to proceed with Option 1 of the proposed windows and façade upgrade project which includes repairs to the existing steel windows.	Ordinary (non-designated)		
That the Body Corporate elects to proceed with Option 2 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new single glazed aluminium windows.	Ordinary (non-designated)		
That the Body Corporate elects to proceed with Option 3 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new double glazed aluminium windows.	Ordinary (non-designated)		
That the Body Corporate gives approval for the committee to proceed with Phase 1 of the project consisting of the design to consent phase at an estimated cost of \$290,000.	Ordinary (non-designated)		
That the Body Corporate raises a special levy of \$300,000 based on utility interest payable by 1 July 2023 to fund phase 1 of the windows and facade upgrade project.	Ordinary (non-designated)		

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Date: ____ / ____ / ____

Signature of eligible voter: _____

1. The body corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if anybody corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. 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.
4. 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.
5. 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.
6. 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.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

Dear Hume House body corporate members,

The committee is calling an EGM to vote on funding and options for the facade and windows work we have been discussing over the last year. The approach is a phased project where:

- Phase one: Design up to consent
- Phase two: Construction

A quantity surveyor has provided three high level options as outlined below, based on a Goleman's report of the condition (report and costings attached). The choice of option will provide the architects with a steer on which to base the design:

1. Façade repair, external painting and:
 - o Existing steel window repair
 - o \$1.32m +GST = \$1.52m
2. Façade repair, external painting and:
 - o New single glazed aluminium windows
 - o \$1.97m + GST = \$2.26m
3. Façade repair, external painting and:
 - o New double-glazed aluminium windows
 - o \$2.33m + GST = \$2.68m

It is my view that **option 3 is the only viable option**. Repairing the existing windows is a huge expense and we will only continue to have the same issues going forward. Option 2 is also not preferred as single glazing does not meet current building code standards and therefore has a high risk of the project not being signed off by Council.

The project manager who was selected by the committee last year from among a choice of three companies reached out to a number of architects for an estimate for the design phase, see estimate from Interact architects attached. Other architects including MacKenzie Higham and Plant Design Architects declined to provide an estimate as they both have no capacity. Unfortunately, this is a very common issue in the current market. The Phase one cost estimate comes to \$290k including GST and a 10% contingency.

At the EGM we will vote on:

- The three options above
- Funding the design phase

Please carefully read the attached documentation ahead of the meeting and if you have questions, it would be useful to receive them ahead of time so we can provide answers at the EGM.

Saya Hashimoto (Chair)

HUME HOUSE BODY CORPORATE No. 83149
Proposed Special Levies

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Spec Levy due 1/7/2023
									\$
1	1682			AU72	6	1/6 AU41	6	1694	5,082.00
2	1546			AU71	6	1/6 AU41	6	1558	4,674.00
3	1427			AU70	6	1/6 AU41	6	1439	4,317.00
4	2025			AU69	6	1/6 AU41	6	2037	6,111.00
5	1951			AU68	6	1/6 AU41	6	1963	5,889.00
6	2212	AU56	282	AU67	6	1/6 AU41	6	2506	7,518.00
7	1708			AU78	6	1/6 AU42	6	1720	5,160.00
8	1568			AU77	6	1/6 AU42	6	1580	4,740.00
9	1448			AU76	6	1/6 AU42	6	1460	4,380.00
10	2057	AU40	339	AU75	6	1/6 AU42	6	2408	7,224.00
11	1982	AU50	339	AU74	6	1/6 AU42	6	2333	6,999.00
12	2249	AU48	339	AU73	6	1/6 AU42	6	2600	7,800.00
13	1733					1/6 AU43	6	1739	5,217.00
14	1591					1/6 AU43	6	1597	4,791.00
15	1468					1/6 AU43	6	1474	4,422.00
16	2089	AU57	282			1/6 AU43	6	2377	7,131.00
17	2012	AU58	396			1/6 AU43	6	2414	7,242.00
18	2283					1/6 AU43	6	2289	6,867.00
19	1759					1/6 AU44	6	1765	5,295.00
20	1613					1/6 AU44	6	1619	4,857.00
21	1489					1/6 AU44	6	1495	4,485.00
22	2119					1/6 AU44	6	2125	6,375.00
23	2042					1/6 AU44	6	2048	6,144.00
24	2318					1/6 AU44	6	2324	6,972.00
25	1784					1/6 AU45	6	1790	5,370.00
26	1635					1/6 AU45	6	1641	4,923.00
27	1509					1/6 AU45	6	1515	4,545.00
28	2150					1/6 AU45	6	2156	6,468.00
29	2072					1/6 AU45	6	2078	6,234.00
30	2353					1/6 AU45	6	2359	7,077.00
31	2505	AU59	396			1/4 AU46	6	2907	8,721.00
32	2022					1/4 AU46	6	2028	6,084.00
33	1983					1/4 AU46	6	1989	5,967.00
34	3034	AU60	396			1/4 AU46	6	3436	10,308.00
38	9067	AU39	6	AU53	396			9469	28,407.00
80(G)	2744			AU62	396	1/7AU87	6	3146	9,438.00
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	2723	8,169.00
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	3334	10,002.00
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	2867	8,601.00
84(C)	2493	AU63	396			1/7AU87	6	2895	8,685.00
85(B)	2930	AU61	396			1/7AU87	6	3332	9,996.00
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	3771	11,313.00
Totals:	92723		4866		2165		246	100000	300,000.00

Check

Scope Section:		Architectural Scope Descriptions:		Architectural Fee Estimates:		Interact Estimate on Timing:	
Phase 1 Design & Consent Costs (excl GST)	Architectural Section 1	Re-scope costs to date (up to 09.02.2023) Costs for archives, drawing initial plans and elevations for OS, initial brief liaison etc.	\$	3,200.00	N/A		
	Architectural Section 2	Project Establishment & Building Survey Includes tasks such as: consultant liaison / site visits, meetings, review archive records, survey each floor, draw survey plans and elevations.	\$	25,000.00	Approx. 7-8 weeks Subject to consultant availability as their timing and fees are unknown.		
	Architectural Section 3	Preliminary Design Includes tasks such as: consultant liaison, meetings, initial finishes and material explorations, plan and elevation mark ups, preliminary design report.	\$	15,000.00	Approx. 4 weeks Subject to consultant availability as their timing and fees are unknown.		
	Architectural Section 4	Developed Design Includes tasks such as: Consultant liaison, meetings, developed documentation, outline project specification, OS liaison, local authority pre-application meeting and developed design report.	\$	30,000.00	Approx. 8 weeks Subject to consultant availability as their timing and fees are unknown.		
	Architectural Section 5	Detailed Design Includes tasks such as: consultant liaison, meetings, detailed documentation, specification documents, BC application, 9C RfIs, CPU applications.	\$	50,000.00	Approx. 10 weeks Subject to consultant availability as their timing and fees are unknown.		
	Architectural Section 6	Procurement Includes tasks such as: tenderer queries, submission reviews, review PM prepared conditions of contract.	\$	15,000.00	Approx. 4-6 weeks		
	Support consultants	Facade engineer Structural engineer Fire engineer	\$ \$ \$	45,000.00 4,000.00 8,400.00	Wrights Aluminium - were the only facade engineer that provided a price. They are very difficult to engage, there is still a risk they will not be available when required. Clendon Burns - existing structural engineers Holmes Fire - existing fire engineers		
	Content		\$	33,710.00	Revised estimate - As per ROC		
		SUB-TOTAL	\$	229,310.00			
		GST	\$	34,396.50			
Phase 2 - Tender & Construction		TOTAL - PHASE 1	\$	263,706.50			
		add 10% CONTINGENCY	\$	26,370.65			
		GRAND TOTAL	\$	290,077.15			
	Architectural - Section 7	Construction Observation Includes task such as: contractor RfIs, site meetings, inspections, consultant liaison.	\$	45,000.00	Assume 6mth period - to be validated		
			(excl. GST)	\$	240,600.00	total consultant fee estimate	
			(excl. GST)	\$	309,455.00	Rawlinson estimate for professional fees for comparison	

Elemental Estimate Summary

Project: Hume House	Details: Option 1 repair with existing windows ROC
Building: Hume House	15-11-22

Item	Description	Quantity	Unit	Rate	Total
1	NOTE: We have not allowed for any works to the south elevation as we assume this is not accessible				
2	NOTE: Allowances for repairs are estimates based on the damage noted in the Goleman report, no actual scope of repair work has been produced				
	TOWER				
3	Allowance for scaffold	1	Item	260,000	260,000
4	Allowance to repair windows in-situ including new putty, frame repairs and hardware replacement where needed.	607	m2	180	109,260
5	Extra allowance to replace window glazing where needed. Allowed 10% of glazing area	61	m2	450	27,450
6	Extra allowance to replace windows where needed including, demolition, framing alterations and make good. Allowed 10% of glazing area	61	m2	1,400	85,400
7	Allowance for repairs to building facade including patching and crack repair	748	m2	100	74,800
8	Repaint building facade including prep	748	m2	30	22,440
9	Repaint window frames including prep	607	m2	40	24,280
10	Allowance for repairs to front door including frame repairs and hardware replacement where needed.	10	m2	160	1,600
11	P&G	14	%		84,732
12	Margin	6	%		41,398
13	Consent	2	%		14,627
14	Professional fees	18	%		134,278
15	Contingency	20	%		176,053
16	Cost fluctuations and escalation	Excluded			
	SUBTOTAL				1,056,318
	MEETING BUILDING				
17	Allowance for scaffold	1	Item	85,000	85,000
18	Allowance to repair windows in-situ including new putty, frame repairs and hardware replacement where needed.	122	m2	120	14,640
19	Extra allowance to replace window glazing where needed, allowed 10% of glazing area	13	m2	450	5,850
20	Extra allowance to replace windows where needed including, demolition, framing alterations and make good. Allowed 10% of glazing area	13	m2	1,400	18,200
21	Allowance for make good to upper floor membrane facade	190	m2	35	6,650

Elemental Estimate Summary

Project: Hume House		Details: Option 1 repair with existing windows ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
22	Allowance for repairs to building facade including patching and crack repair	126	m2	100	12,600
23	Repaint building facade including prep	126	m2	35	4,410
24	Repaint window frames including prep	122	m2	40	4,880
25	P&G	14	%		21,312
26	Margin	6	%		10,413
27	Consent	2	%		3,679
28	Professional fees	18	%		33,774
29	Contingency	20	%		44,282
30	Cost fluctuations and escalation	Excluded			
	SUBTOTAL				265,690
					1,322,008

Elemental Estimate Summary

RAWLINSONS

Project: Hume House		Details: Option 2 Repair with single glazed ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
1	NOTE: We have not allowed for any works to the south elevation as we assume this is not accessible				
2	NOTE: Allowances for repairs are estimates based on the damage noted in the Goleman report, no actual scope of repair work has been produced				
3	NOTE: Where new windows are being installed we have allowed for same sized windows, no allowance has been made for alterations to exterior wall for resized windows				
	TOWER				
4	Allowance for scaffold including wrap	1	Item	340,000	340,000
5	Remove existing windows including frames and hardware	607	m2	40	24,280
6	Remove front door including sidelights	1	Item	200	200
7	New single glazed aluminium windows including frames, hardware and flashings	607	m2	650	394,550
8	New front door including sidelights, frame and hardware	1	Item	7,000	7,000
9	Allowance for repairs to building facade including patching and crack repair	748	m2	100	74,800
10	Repaint building facade including prep	748	m2	30	22,440
11	Allowance for interior protection	1	Item	20,000	20,000
12	Allowance to make good interior linings, finish and trim around new windows	1	Item	50,000	50,000
13	P&G	14	%		130,658
14	Margin	6	%		63,836
15	Consent	2	%		22,555
16	Professional fees	18	%		207,057
17	Contingency	15	%		203,606
18	Cost fluctuations and escalation	Excluded			0
	SUBTOTAL				1,560,983
	MEETING BUILDING				
19	Allowance for scaffold including wrap	1	Item	110,000	110,000
20	Remove existing windows including frames and hardware	122	m2	40	4,880
21	New single glazed aluminium windows including frames, hardware and flashings	122	m2	650	79,300
22	Allowance for make good to upper floor membrane facade	190	m2	35	6,650
23	Allowance for repairs to building facade including patching and crack repair	126	m2	100	12,600
24	Repaint building facade including prep	126	m2	35	4,410

Elemental Estimate Summary

RAWLINSONS

Project: Hume House	Details: Option 2 Repair with single glazed ROC
Building: Hume House	15-11-22

Item	Description	Quantity	Unit	Rate	Total
25	Allowance for interior protection	1	Item	5,000	5,000
26	Allowance to make good interior linings, finish and trim around new windows	1	Item	20,000	20,000
27	P&G	14	%		33,998
28	Margin	6	%		16,610
29	Consent	2	%		5,869
30	Professional fees	18	%		53,877
31	Contingency	15	%		52,979
32	Cost fluctuations and escalation	Excluded			
	SUBTOTAL				406,173
					1,967,155

Elemental Estimate Summary

Project: Hume House		Details: Option 3 repair with double glazed ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
1	NOTE: We have not allowed for any works to the south elevation as we assume this is not accessible				
2	NOTE: Allowances for repairs are estimates based on the damage noted in the Goleman report, no actual scope of repair work has been produced				
3	NOTE: Where new windows are being installed we have allowed for same sized windows, no allowance has been made for alterations to exterior wall for resized windows				
	TOWER				
4	Allowance for scaffold including wrap	1	Item	340,000	340,000
5	Remove existing windows including frames and hardware	607	m2	40	24,280
6	Remove front door including sidelights	1	Item	200	200
7	New double glazed aluminium windows including frames, hardware and flashings	607	m2	950	576,650
8	New front door including sidelights, frame and hardware	1	Item	7,000	7,000
9	Allowance for repairs to building facade including patching and crack repair	748	m2	100	74,800
10	Repaint building facade including prep	748	m2	30	22,440
11	Allowance for interior protection	1	Item	20,000	20,000
12	Allowance to make good interior linings, finish and trim around new windows	1	Item	50,000	50,000
13	P&G	14	%		156,152
14	Margin	6	%		76,291
15	Consent	2	%		26,956
16	Professional fees	18	%		247,458
17	Contingency	15	%		243,334
18	Cost fluctuations and escalation	Excluded			0
	SUBTOTAL				1,865,562
	MEETING BUILDING				
19	Allowance for scaffold including wrap	1	Item	110,000	110,000
20	Remove existing windows including frames and hardware	122	m2	40	4,880
21	New double glazed aluminium windows including frames, hardware and flashings	122	m2	950	115,900
22	Allowance for make good to upper floor membrane facade	190	m2	35	6,650
23	Allowance for repairs to building facade including patching and crack repair	126	m2	100	12,600
24	Repaint building facade including prep	126	m2	35	4,410

Elemental Estimate Summary

Project: Hume House		Details: Option 3 repair with double glazed ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
25	Allowance for interior protection	1	Item	5,000	5,000
26	Allowance to make good interior linings, finish and trim around new windows	1	Item	20,000	20,000
27	P&G	14	%		39,122
28	Margin	6	%		19,114
29	Consent	2	%		6,754
30	Professional fees	18	%		61,997
31	Contingency	15	%		60,964
32	Cost fluctuations and escalation	Excluded			0
	SUBTOTAL				467,390
					2,332,952



Hume House 150 The Terrace
Facade Condition Survey



19/11/2020

Date: 19/11/2020

Building Name: Hume House

Address: 150 The Terrace, Wellington

Location: Wellington

Job Number: 2945.1.1

Customer

Hume House Body Corporate 83149

Works Carried Out:

Inspection via abseil of 50% of the facade (9 drops, 2 on the ends, 5 on the long elevation) checking for cracked glass (and measure any broken), unpainted cracked window putty, rusted damaged frames, bubbling/flaking paint, cracked/drummy concrete and any other damage.

Job Completed

Yes

Observations

The majority of window frames are rusting and showing sign of various degrees of degradation. The frames are particularly bad on the east face on the Terrace side.

We noted 6 cracked windows in total spread across each elevation. They are most likely cracking due to the expansion of the steel frames due to rust. We also noted where a number of windows have been replaced but the glazier has not returned to paint the putty after it has cured so this has resulted in the putty drying out and cracking. This could also lead to leaks in the future

There are signs of hairline cracks in the concrete on all faces of the building and paint failure in a number of areas. On the West elevation the paint bubbling and cracks are particularly prevalent.

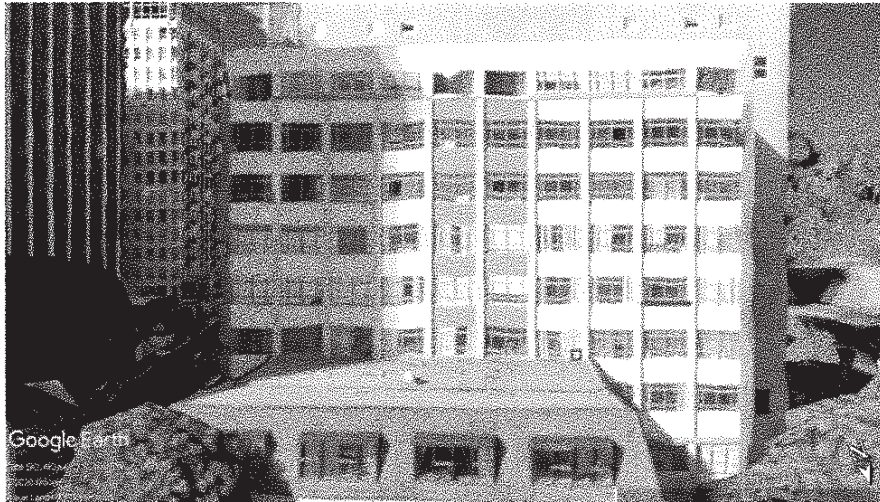
Recommendations

The steel window frames generally are in poor condition and consideration should be given to replacing them with modern aluminium joinery in the medium term. There could be some short-term relieve by addressing the worst areas and replacing the cracked glass and putty but the rust looks to be appearing through the paint in a number of areas.

Consideration should also be given to a full repaint of the building in the next 2 to 3 years. The hairline cracks will be allowing water into the concrete substrate and should really be addressed before water begins to rust the reinforcing steel which will in turn cause the concrete to breakdown through spalling.

Damage Locations

North



L5 North Cracked Glass 455mmx490mm	L3 North Window Sill Rotten
L2 North Cracked Glass 455mmx490mm	

West



L6 West Cracked Glass 860mmx865mm	L1 West Cracked Glass 455mmx490mm
L3 West Cracked Glass 430mmx490mm	

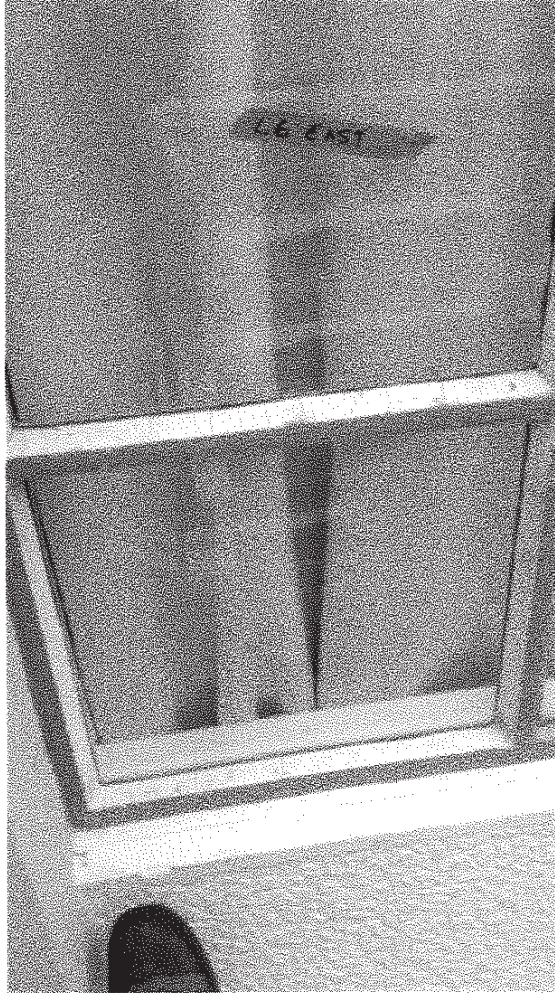
East



L4 East Cracked Glass 900mmx490mm	

Sample Images of Damage

Unpainted Cracked Putty



Sample Images of Damage

Unpainted Cracked Putty



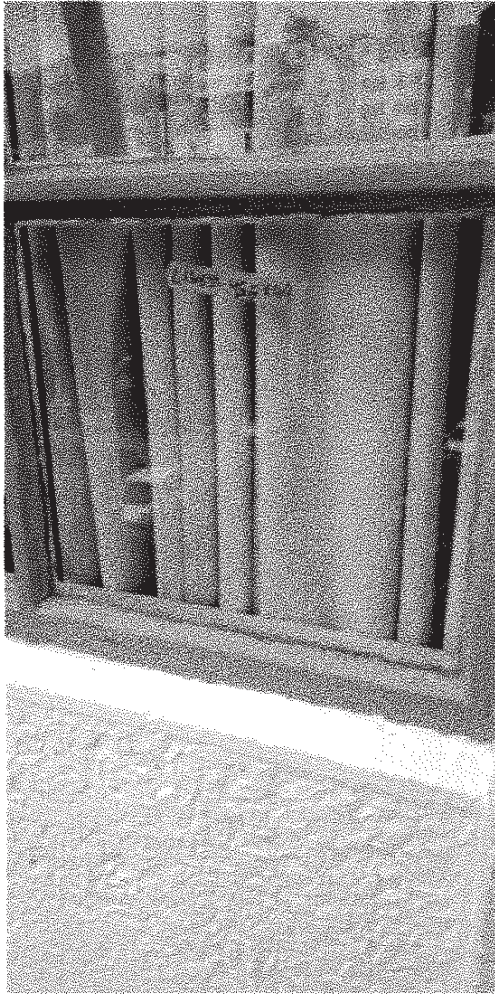
Sample Images of Damage

Paint breakdown on window frames



Sample Images of Damage

Cracked Window



Sample Images of Damage

Cracked window



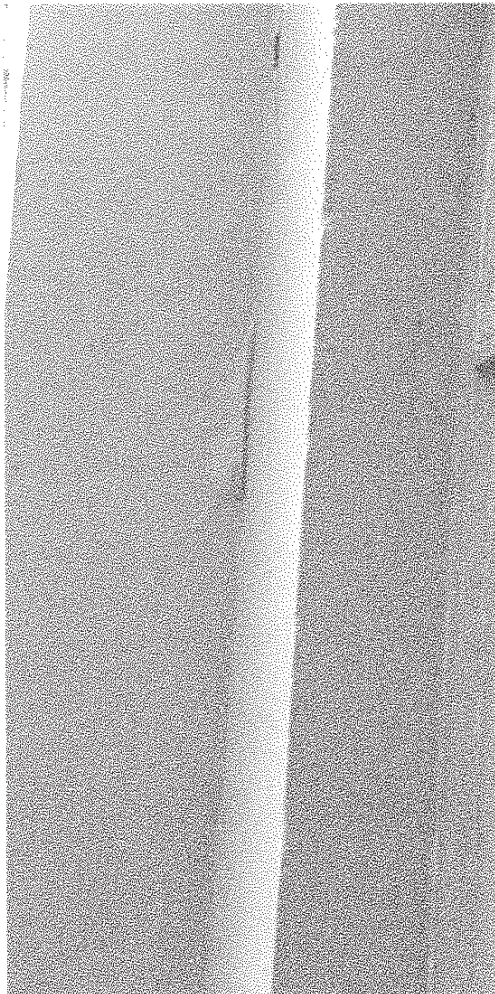
Sample Images of Damage

Hairline cracked



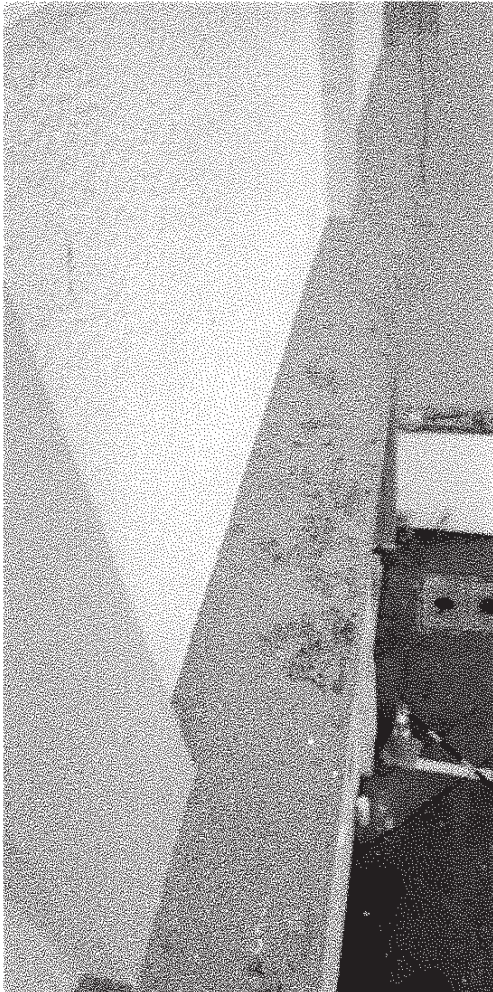
Sample Images of Damage

Hairline cracks and paint failing



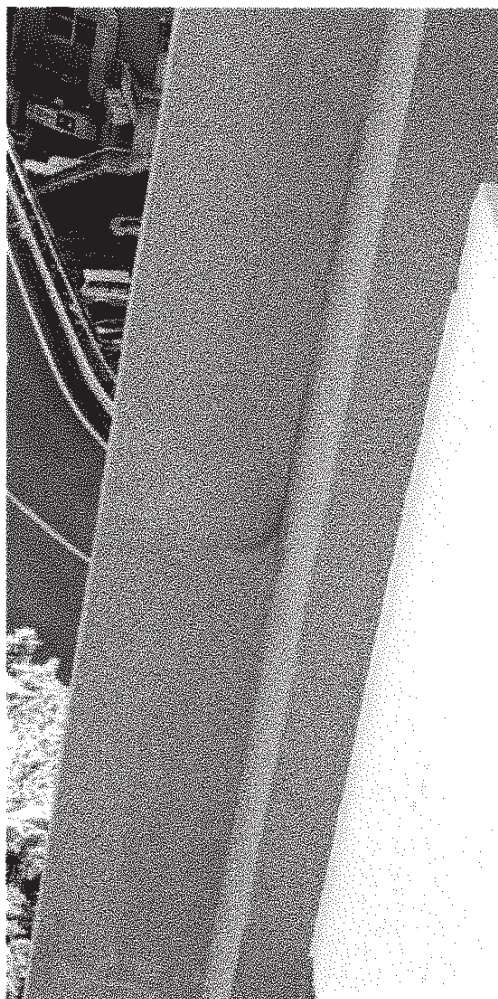
Sample Images of Damage

Paint failing



Sample Images of Damage

Hairline cracks



Sample Images of Damage

Unpainted Cracked Putty



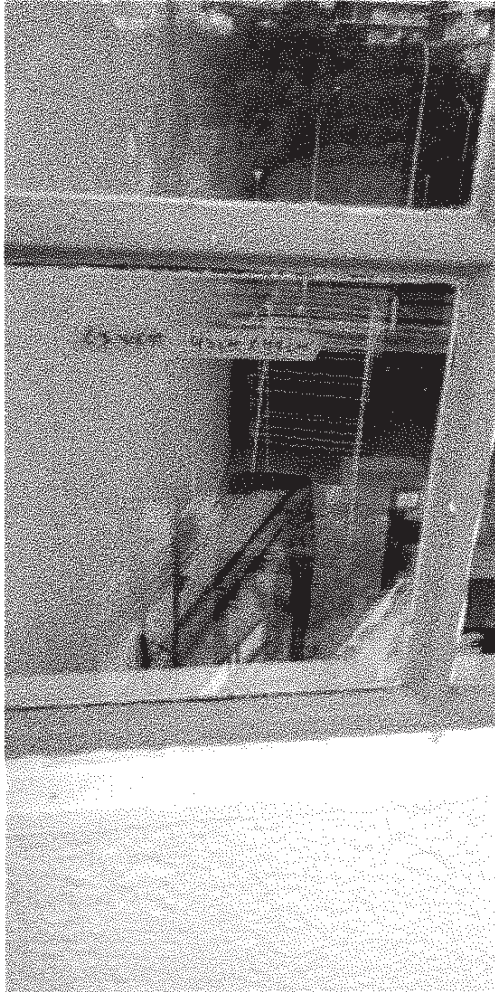
Sample Images of Damage

Rusting window frame



Sample Images of Damage

Cracked window



Sample Images of Damage

Hairline cracks



Sample Images of Damage

Rusted window frame



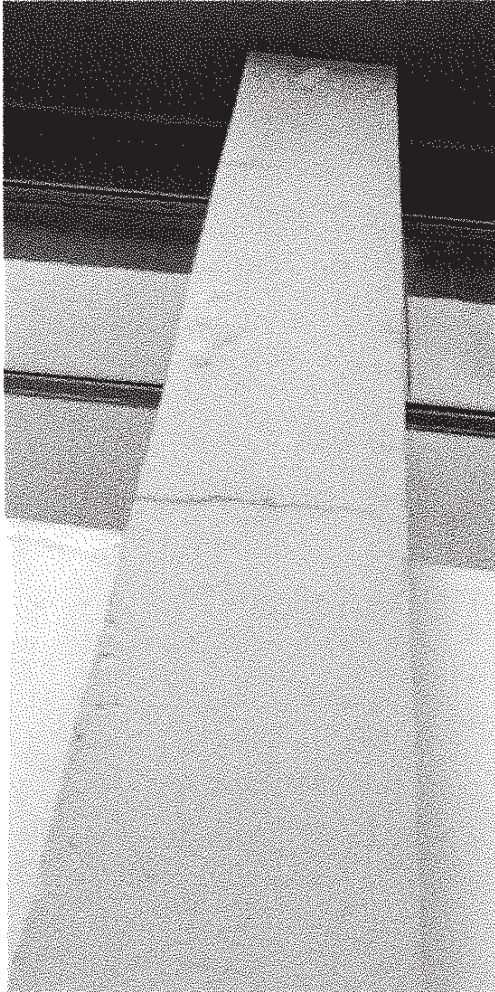
Sample Images of Damage

Hairline cracks and paint failing



Sample Images of Damage

Hairline cracks and paint failing



Sample Images of Damage

Window seals



Has the site been left clean and tidy?

Yes

Technician Sign Off



Full Name

D J A Rodrigues

I declare that all work has been carried out to the highest standard, and I take full accountability for this work.

A handwritten signature in black ink, appearing to be 'DJA' or similar, written in a cursive style.

OWNER CONTACT DETAILS: HUME HOUSE BODY CORPORATE NO. 83149

To assist us in keeping you informed, please complete and return this page to:

Your Property Matters Ltd
P.O. Box 12-123
Thorndon
WELLINGTON

or

FAX: (04) 473-7331
Email: marlene@ypm.co.nz

Date: _____

Unit: _____

Car Park: _____

FULL LEGAL NAME OF OWNER/S OR COMPANY/TRUST/PARTNERSHIP*

Postal address if other than Apartment: _____

Contact details:

Contact Name: _____

Home Phone: _____ **Work Phone:** _____

Mobile Phone: _____ **Email:** _____

***COMPANIES / TRUSTS / PARTNERSHIPS**

If the Unit is owned by a Company, Trust or Partnership, it is now mandatory for the Body Corporate to have on record the contact details of **all the Directors, Trustees or Partners**. Please attach these on an additional page.

TENANTED PROPERTIES

Presently tenanted by: _____

Contact details:

Home Phone: _____ **Work Phone:** _____

Mobile Phone: _____ **E-mail:** _____

Managed by: _____

Contact details:

Home Phone: _____ **Work Phone:** _____

Mobile Phone: _____ **E-mail:** _____

MORTGAGEES

It is now mandatory for the Body Corporate to have on record all the interested parties for the Unit.

Please note all interested parties: _____

Section 85 (3): Despite anything in this Act, where the owner of a principal unit transfers his or her unit to any other person, until the body corporate is notified in writing of the transfer, — (a) that owner of the principal unit remains liable to the body corporate for all contributions levied by the body corporate under section 121 for his or her unit;

Unit Owner(s)
Hume House
WELLINGTON

**Hume House
Body Corporate 83149**

**Notice of the
2023 EXTRAORDINARY GENERAL MEETING**

To be conducted via Zoom

Date:
Wednesday, 29th March at 12.00 noon

Website: www.ypm.co.nz, select "Member Login" Username: bc83149 Password: 83149

**2023 EXTRAORDINARY GENERAL MEETING OF
HUME HOUSE BODY CORPORATE 83149**

Please find enclosed,

- Notice & Agenda
- Proxy form
- Postal voting form
- Letter from the Chair
- Proposed Special Levy Schedule
- Summary of Estimated Design & Consent Costs
- Rawlinsons Estimated Construction Costs (3 Options)
- Goleman Group Façade Condition Survey (2020)
- Owner Contact Details Form

Attached to this Notice of Meeting is a Proxy Form, that should be completed if:

- You are the legal representative of an owner, or
- You are unable to attend the meeting and wish to appoint a proxy.

As owners, you are strongly urged to attend or submit your proxy in order to ensure a quorum is attained and the meeting can proceed.

Please see the signing instructions contained in the Proxy and Postal Voting forms.

In the meantime, should you have any questions regarding the body corporate, please do not hesitate to contact me.

We look forward to seeing you.

Yours sincerely



Jan Viljoen
Your Property Matters Ltd
Body Corporate Manager for BC 83149

15 March 2023

HUME HOUSE CORPORATE 83149 2023 EXTRAORDINARY GENERAL MEETING

AGENDA:

1.0 Meeting Formalities

- 1.1 Present
- 1.2 Proxies
- 1.3 Apologies
- 1.4 Postal Votes
- 1.5 Quorum

2.0 Windows and Facade Upgrade Project

As mentioned at the AGM in November 2022, the committee is calling this EGM to present a proposal based on feedback from the project manager including costs and timelines. The recommendation is to split the project into two phases. Phase one consists of design up to consent and phase two will be construction. It was also stated at the AGM that the entire project will be funded by way of special levies.

The committee is now seeking guidance regarding the three possible options for dealing with the windows. All three options will include façade repairs and external painting. Once agreed, the architects will be instructed to refine the design culminating in a final design proposal, ready for costing by the quantity surveyor.

The committee also seeks approval to proceed with phase one at an estimated cost of \$290k which includes GST as well a contingency provision of 10%. This is to be funded by a special levy of \$300k payable by 1 July 2023 to allow owners time to arrange funding. Any excess from this phase will be carried forward to the construction phase.

Resolutions:

Ordinary Resolution: That the Body Corporate elects to proceed with Option 1 of the proposed windows and façade upgrade project which includes repairs to the existing steel windows.

Ordinary Resolution: That the Body Corporate elects to proceed with Option 2 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new single glazed aluminium windows.

Ordinary Resolution: That the Body Corporate elects to proceed with Option 3 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new double glazed aluminium windows.

Ordinary Resolution: That the Body Corporate gives approval for the committee to proceed with Phase 1 of the project consisting of the design to consent phase at an estimated cost of \$290,000.

Ordinary Resolution: That the Body Corporate raises a special levy of \$300,000 based on utility interest payable by 1 July 2023 to fund phase 1 of the windows and facade upgrade project.

Notes:

1. Please note that Unit Owners may not vote unless all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the Unit have been paid.
2. Voting procedures:

Section 97: Counting of votes for ordinary resolution subject to request for poll

- (1) This section applies if a motion is to be decided by ordinary resolution, subject to a request for a poll, at a general meeting of a body corporate.
- (2) One vote only may be exercised for each principal unit.
- (3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
- (4) For a body corporate meeting to pass an ordinary resolution, a majority in number of the eligible voters who vote on the resolution must vote in favour of the resolution.
- (5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
- (6) An ordinary resolution passed under this section is subject to a request for a poll under section 99 and the motion being confirmed by that poll.

Section 98: Counting of votes for special resolution subject to request for poll

- (1) This section applies if a motion is to be decided by special resolution, subject to a request for a poll, at a general meeting of a body corporate.
- (2) One vote only may be exercised for each principal unit.
- (3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
- (4) For a special resolution to pass, 75% of the eligible voters who vote on the resolution must vote in favour of the resolution.
- (5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
- (6) A special resolution passed under this section is subject to a request for a poll under section 99 and the motion being confirmed by that poll.

Section 99: Request for poll

- (1) A poll may be requested by any eligible voter voting on a motion passed by ordinary resolution under section 97 or by special resolution under section 98.
- (2) The eligible voter must request the poll in person at the meeting.

Section 100: Counting of votes if poll requested

- (1) This section applies if—
 - (a) a motion is passed by ordinary resolution or special resolution; and
 - (b) a poll is properly requested.
- (2) One vote only may be exercised for each principal unit and only those who voted on the motion under section 97 or 98 are entitled to vote.
- (3) For the motion to pass by ordinary resolution where a poll is requested, a majority of the ownership interest represented by those voting must vote in favour of the motion.
- (4) For the motion to pass by special resolution where a poll is requested, 75% of the ownership interest represented by those voting must vote in favour of the motion.
- (5) The result of any poll is the resolution of the general meeting.

3. Procedure if no quorum present:

Regulation 13: Quorum

- (1) A general meeting of a body corporate may proceed without a quorum if the persons who have cast postal votes together with those present are entitled to exercise the voting power in respect of not less than 25% of the principal units in the unit title development.
- (2) If a quorum is not reached at a general meeting of a body corporate, and subclause (1) does not apply, the following procedure applies:
 - (a) the meeting must be adjourned until the same day 1 week later; and
 - (b) the reconvened meeting must be held at the same time and place, unless the chairperson has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place; and
 - (c) the reconvened meeting must proceed, whether a quorum exists or not.

4. Ownership and Utility Interests

Section 38: Ownership interest

- (3) The ownership interest is used to determine a range of matters, including, but not limited to,—
- (a) the beneficial interest of the owner of the principal unit in the common property:
 - (b) the share of the owner of the principal unit in the value of any buildings, fixtures, and other improvements in relation to leasehold land:
 - (c) the voting rights of the owner of the principal unit when a poll is requested under section 99:
 - (d) the share of the owner of the principal unit in the underlying fee simple in the land on the cancellation of the unit plan:
 - (e) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under section 121 in respect of any capital improvement fund:
 - (f) the rights of the owner of the principal unit in relation to a distribution of any surplus money of a capital improvement fund under section 131:
 - (g) the extent of the obligation of the owner of the principal unit for payment of ground rental under section 87:
 - (h) the extent of the liability of the owner of the principal unit for damages and costs under section 142.

Section 39: Utility interest (other than for future development units)

- (3) The utility interest is used to determine a range of matters including, but not limited to,—
- (a) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under section 121 in respect of the long-term maintenance fund, the optional contingency fund, and the operating account:
 - (b) the rights of the owner of the principal unit in relation to a distribution of any surplus money in the long-term maintenance fund, the optional contingency fund, or the operating account, or personal property of the body corporate under section 131.

Proxy Appointment Form

As per Section 102(3), Unit Titles Act 2010

To:

Marlene Tvrdeic (marlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

Proxy appointment

We/I*, _____ [full name, address], being the
owner/owners* of _____ [principal unit] and therefore an eligible voter within
the meaning of section 96(1) of the Unit Titles Act 2010, appoint
_____ [full name] as my/our*proxy for the purposes of the
general meeting of the body corporate to be held on 29th March 2023

*Select one.

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

Motions.

Motion	Type of resolution
That the Body Corporate elects to proceed with Option 1 of the proposed windows and façade upgrade project which includes repairs to the existing steel windows.	Ordinary (non-designated)
That the Body Corporate elects to proceed with Option 2 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new single glazed aluminium windows.	Ordinary (non-designated)
That the Body Corporate elects to proceed with Option 3 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new double glazed aluminium windows.	Ordinary (non-designated)
That the Body Corporate gives approval for the committee to proceed with Phase 1 of the project consisting of the design to consent phase at an estimated cost of \$290,000.	Ordinary (non-designated)
That the Body Corporate raises a special levy of \$300,000 based on utility interest payable by 1 July 2023 to fund phase 1 of the windows and facade upgrade project.	Ordinary (non-designated)

Date: ____ / ____ / ____

Signature of eligible voter: _____

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 text of motions is 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. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.

Postal Voting Form

As per Section 103, Unit Titles Act 2010

To: Marlene Tvrdeic (marlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

Instructions

You are entitled to vote at the body corporate meeting to be held on 29th March 2023 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 in the final column of the table and return the form to Your Property Matters Limited so that it is received by 28th March 2023.

Postal vote

 We/l^* ,

_____ [full name, address], being the
owner/owners* of _____ [unit number] and therefore an eligible voter within
the meaning of section 96(1) of the Unit Titles Act 2010, intend to cast the following postal
vote(s) at the meeting of the body corporate to be held on 29th March 2023 at Your
Property Matters, Wellington.

*Select one.

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Body Corporate elects to proceed with Option 1 of the proposed windows and façade upgrade project which includes repairs to the existing steel windows.	Ordinary (non-designated)		
That the Body Corporate elects to proceed with Option 2 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new single glazed aluminium windows.	Ordinary (non-designated)		
That the Body Corporate elects to proceed with Option 3 of the proposed windows and façade upgrade project which includes replacement of the existing steel windows with new double glazed aluminium windows.	Ordinary (non-designated)		
That the Body Corporate gives approval for the committee to proceed with Phase 1 of the project consisting of the design to consent phase at an estimated cost of \$290,000.	Ordinary (non-designated)		
That the Body Corporate raises a special levy of \$300,000 based on utility interest payable by 1 July 2023 to fund phase 1 of the windows and facade upgrade project.	Ordinary (non-designated)		

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Date: ____ / ____ / ____

Signature of eligible voter: _____

1. The body corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if anybody corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. 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.
4. 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.
5. 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.
6. 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.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

Dear Hume House body corporate members,

The committee is calling an EGM to vote on funding and options for the facade and windows work we have been discussing over the last year. The approach is a phased project where:

- Phase one: Design up to consent
- Phase two: Construction

A quantity surveyor has provided three high level options as outlined below, based on a Goleman's report of the condition (report and costings attached). The choice of option will provide the architects with a steer on which to base the design:

1. Façade repair, external painting and:
 - Existing steel window repair
 - \$1.32m +GST = \$1.52m
2. Façade repair, external painting and:
 - New single glazed aluminium windows
 - \$1.97m + GST = \$2.26m
3. Façade repair, external painting and:
 - New double-glazed aluminium windows
 - \$2.33m + GST = \$2.68m

It is my view that **option 3 is the only viable option**. Repairing the existing windows is a huge expense and we will only continue to have the same issues going forward. Option 2 is also not preferred as single glazing does not meet current building code standards and therefore has a high risk of the project not being signed off by Council.

The project manager who was selected by the committee last year from among a choice of three companies reached out to a number of architects for an estimate for the design phase, see estimate from Interact architects attached. Other architects including MacKenzie Higham and Plant Design Architects declined to provide an estimate as they both have no capacity. Unfortunately, this is a very common issue in the current market. The Phase one cost estimate comes to \$290k including GST and a 10% contingency.

At the EGM we will vote on:

- The three options above
- Funding the design phase

Please carefully read the attached documentation ahead of the meeting and if you have questions, it would be useful to receive them ahead of time so we can provide answers at the EGM.

Saya Hashimoto (Chair)

HUME HOUSE BODY CORPORATE No. 83149
Proposed Special Levies

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Spec Levy due 1/7/2023
									\$
1	1682			AU72	6	1/6 AU41	6	1694	5,082.00
2	1546			AU71	6	1/6 AU41	6	1558	4,674.00
3	1427			AU70	6	1/6 AU41	6	1439	4,317.00
4	2025			AU69	6	1/6 AU41	6	2037	6,111.00
5	1951			AU68	6	1/6 AU41	6	1963	5,889.00
6	2212	AU56	282	AU67	6	1/6 AU41	6	2506	7,518.00
7	1708			AU78	6	1/6 AU42	6	1720	5,160.00
8	1568			AU77	6	1/6 AU42	6	1580	4,740.00
9	1448			AU76	6	1/6 AU42	6	1460	4,380.00
10	2057	AU40	339	AU75	6	1/6 AU42	6	2408	7,224.00
11	1982	AU50	339	AU74	6	1/6 AU42	6	2333	6,999.00
12	2249	AU48	339	AU73	6	1/6 AU42	6	2600	7,800.00
13	1733					1/6 AU43	6	1739	5,217.00
14	1591					1/6 AU43	6	1597	4,791.00
15	1468					1/6 AU43	6	1474	4,422.00
16	2089	AU57	282			1/6 AU43	6	2377	7,131.00
17	2012	AU58	396			1/6 AU43	6	2414	7,242.00
18	2283					1/6 AU43	6	2289	6,867.00
19	1759					1/6 AU44	6	1765	5,295.00
20	1613					1/6 AU44	6	1619	4,857.00
21	1489					1/6 AU44	6	1495	4,485.00
22	2119					1/6 AU44	6	2125	6,375.00
23	2042					1/6 AU44	6	2048	6,144.00
24	2318					1/6 AU44	6	2324	6,972.00
25	1784					1/6 AU45	6	1790	5,370.00
26	1635					1/6 AU45	6	1641	4,923.00
27	1509					1/6 AU45	6	1515	4,545.00
28	2150					1/6 AU45	6	2156	6,468.00
29	2072					1/6 AU45	6	2078	6,234.00
30	2353					1/6 AU45	6	2359	7,077.00
31	2505	AU59	396			1/4 AU46	6	2907	8,721.00
32	2022					1/4 AU46	6	2028	6,084.00
33	1983					1/4 AU46	6	1989	5,967.00
34	3034	AU60	396			1/4 AU46	6	3436	10,308.00
38	9067	AU39	6	AU53	396			9469	28,407.00
80(G)	2744			AU62	396	1/7AU87	6	3146	9,438.00
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	2723	8,169.00
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	3334	10,002.00
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	2867	8,601.00
84(C)	2493	AU63	396			1/7AU87	6	2895	8,685.00
85(B)	2930	AU61	396			1/7AU87	6	3332	9,996.00
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	3771	11,313.00
Totals:	92723		4866		2165		246	100000	300,000.00

Check

Scope Section:		Architectural Scope Description:	Architectural Fee Estimate:	Interact Estimate on Timing:
Architectural Section 1	Re-coup costs to date (up to 03.02.2023) Costs for archives, drawing initial plans and elevations for QS, initial brief liaison etc.	\$	3,200.00	N/A
Architectural Section 2	Project Establishment + Building Survey Includes tasks such as: consultant liaison / site visits, meetings, review archive records, survey each floor, draw survey plans and elevations.	\$	25,000.00	Approx. 7-8 weeks Subject to consultant availability as their timing and fees are unknown.
Architectural Section 3	Preliminary Design Includes tasks such as: consultant liaison, meetings, initial finishes and material explorations, plan and elevation mark ups, preliminary design report.	\$	15,000.00	Approx. 4 weeks Subject to consultant availability as their timing and fees are unknown.
Architectural Section 4	Developed Design Includes tasks such as: Consultant liaison, meetings, developed documentation, outline project specification, QS liaison, local authority pre-application meeting and developed design report.	\$	30,000.00	Approx. 8 weeks Subject to consultant availability as their timing and fees are unknown.
Architectural Section 5	Detailed Design Includes tasks such as: consultant liaison, meetings, detailed documentation, specification documents, BC application, BC RfIs, CPU applications.	\$	50,000.00	Approx. 10 weeks Subject to consultant availability as their timing and fees are unknown.
Architectural Section 6	Procurement Includes tasks such as: tenderer queries, submission reviews, review PMA prepared conditions of contract.	\$	15,000.00	Approx. 4-6 weeks
Support consultants	Facade engineer Structural engineer Fire engineer	\$ \$ \$	45,000.00 4,000.00 8,400.00	Wrights Aluminium - were the only facade engineer that provided a price. They are very difficult to engage, there is still a risk they will not be available when required. Clendon Burns - existing structural engineers Holmes Fire - existing fire engineers
Consent		\$	33,710.00	Rawlinson estimate - As per ROC
		SUB-TOTAL	\$ 229,310.00	
		GST	\$ 34,396.50	
		TOTAL - PHASE 1	\$ 263,706.50	
		add 10% CONTINGENCY	\$ 26,370.65	
		GRAND TOTAL	\$ 290,077.15	
Architectural - Section 7	Construction Observation Includes task such as: contractor RfIs, site meetings, inspections, consultant liaison.	\$	45,000.00	Assume 6mth period - to be validated

Elemental Estimate Summary

RAWLINSONS

Project: Hume House	Details: Option 1 repair with existing windows ROC
Building: Hume House	15-11-22

Item	Description	Quantity	Unit	Rate	Total
1	NOTE: We have not allowed for any works to the south elevation as we assume this is not accessible				
2	NOTE: Allowances for repairs are estimates based on the damage noted in the Goleman report, no actual scope of repair work has been produced				
	TOWER				
3	Allowance for scaffold	1	Item	260,000	260,000
4	Allowance to repair windows in-situ including new putty, frame repairs and hardware replacement where needed.	607	m2	180	109,260
5	Extra allowance to replace window glazing where needed. Allowed 10% of glazing area	61	m2	450	27,450
6	Extra allowance to replace windows where needed including, demolition, framing alterations and make good. Allowed 10% of glazing area	61	m2	1,400	85,400
7	Allowance for repairs to building facade including patching and crack repair	748	m2	100	74,800
8	Repaint building facade including prep	748	m2	30	22,440
9	Repaint window frames including prep	607	m2	40	24,280
10	Allowance for repairs to front door including frame repairs and hardware replacement where needed.	10	m2	160	1,600
11	P&G	14	%		84,732
12	Margin	6	%		41,398
13	Consent	2	%		14,627
14	Professional fees	18	%		134,278
15	Contingency	20	%		176,053
16	Cost fluctuations and escalation	Excluded			
	SUBTOTAL				1,056,318
	MEETING BUILDING				
17	Allowance for scaffold	1	Item	85,000	85,000
18	Allowance to repair windows in-situ including new putty, frame repairs and hardware replacement where needed.	122	m2	120	14,640
19	Extra allowance to replace window glazing where needed, allowed 10% of glazing area	13	m2	450	5,850
20	Extra allowance to replace windows where needed including, demolition, framing alterations and make good. Allowed 10% of glazing area	13	m2	1,400	18,200
21	Allowance for make good to upper floor membrane facade	190	m2	35	6,650

Elemental Estimate Summary

Project: Hume House		Details: Option 1 repair with existing windows ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
22	Allowance for repairs to building facade including patching and crack repair	126	m2	100	12,600
23	Repaint building facade including prep	126	m2	35	4,410
24	Repaint window frames including prep	122	m2	40	4,880
25	P&G	14	%		21,312
26	Margin	6	%		10,413
27	Consent	2	%		3,679
28	Professional fees	18	%		33,774
29	Contingency	20	%		44,282
30	Cost fluctuations and escalation	Excluded			
	SUBTOTAL				265,690
					1,322,008

Elemental Estimate Summary

RAWLINSONS

Project: Hume House	Details: Option 2 Repair with single glazed ROC
Building: Hume House	15-11-22

Item	Description	Quantity	Unit	Rate	Total
1	NOTE: We have not allowed for any works to the south elevation as we assume this is not accessible				
2	NOTE: Allowances for repairs are estimates based on the damage noted in the Goleman report, no actual scope of repair work has been produced				
3	NOTE: Where new windows are being installed we have allowed for same sized windows, no allowance has been made for alterations to exterior wall for resized windows				
	TOWER				
4	Allowance for scaffold including wrap	1	Item	340,000	340,000
5	Remove existing windows including frames and hardware	607	m2	40	24,280
6	Remove front door including sidelights	1	Item	200	200
7	New single glazed aluminium windows including frames, hardware and flashings	607	m2	650	394,550
8	New front door including sidelights, frame and hardware	1	Item	7,000	7,000
9	Allowance for repairs to building facade including patching and crack repair	748	m2	100	74,800
10	Repaint building facade including prep	748	m2	30	22,440
11	Allowance for interior protection	1	Item	20,000	20,000
12	Allowance to make good interior linings, finish and trim around new windows	1	Item	50,000	50,000
13	P&G	14	%		130,658
14	Margin	6	%		63,836
15	Consent	2	%		22,555
16	Professional fees	18	%		207,057
17	Contingency	15	%		203,606
18	Cost fluctuations and escalation	Excluded			0
	SUBTOTAL				1,560,983
	MEETING BUILDING				
19	Allowance for scaffold including wrap	1	Item	110,000	110,000
20	Remove existing windows including frames and hardware	122	m2	40	4,880
21	New single glazed aluminium windows including frames, hardware and flashings	122	m2	650	79,300
22	Allowance for make good to upper floor membrane facade	190	m2	35	6,650
23	Allowance for repairs to building facade including patching and crack repair	126	m2	100	12,600
24	Repaint building facade including prep	126	m2	35	4,410

Elemental Estimate Summary

Project: Hume House		Details: Option 2 Repair with single glazed ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
25	Allowance for interior protection	1	Item	5,000	5,000
26	Allowance to make good interior linings, finish and trim around new windows	1	Item	20,000	20,000
27	P&G	14	%		33,998
28	Margin	6	%		16,610
29	Consent	2	%		5,869
30	Professional fees	18	%		53,877
31	Contingency	15	%		52,979
32	Cost fluctuations and escalation	Excluded			
	SUBTOTAL				406,173
					1,967,155

Elemental Estimate Summary

Project: Hume House		Details: Option 3 repair with double glazed ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
1	NOTE: We have not allowed for any works to the south elevation as we assume this is not accessible				
2	NOTE: Allowances for repairs are estimates based on the damage noted in the Goleman report, no actual scope of repair work has been produced				
3	NOTE: Where new windows are being installed we have allowed for same sized windows, no allowance has been made for alterations to exterior wall for resized windows				
	TOWER				
4	Allowance for scaffold including wrap	1	Item	340,000	340,000
5	Remove existing windows including frames and hardware	607	m2	40	24,280
6	Remove front door including sidelights	1	Item	200	200
7	New double glazed aluminium windows including frames, hardware and flashings	607	m2	950	576,650
8	New front door including sidelights, frame and hardware	1	Item	7,000	7,000
9	Allowance for repairs to building facade including patching and crack repair	748	m2	100	74,800
10	Repaint building facade including prep	748	m2	30	22,440
11	Allowance for interior protection	1	Item	20,000	20,000
12	Allowance to make good interior linings, finish and trim around new windows	1	Item	50,000	50,000
13	P&G	14	%		156,152
14	Margin	6	%		76,291
15	Consent	2	%		26,956
16	Professional fees	18	%		247,458
17	Contingency	15	%		243,334
18	Cost fluctuations and escalation	Excluded			0
	SUBTOTAL				1,865,562
	MEETING BUILDING				
19	Allowance for scaffold including wrap	1	Item	110,000	110,000
20	Remove existing windows including frames and hardware	122	m2	40	4,880
21	New double glazed aluminium windows including frames, hardware and flashings	122	m2	950	115,900
22	Allowance for make good to upper floor membrane facade	190	m2	35	6,650
23	Allowance for repairs to building facade including patching and crack repair	126	m2	100	12,600
24	Repaint building facade including prep	126	m2	35	4,410

Elemental Estimate Summary

Project: Hume House		Details: Option 3 repair with double glazed ROC			
Building: Hume House		15-11-22			
Item	Description	Quantity	Unit	Rate	Total
25	Allowance for interior protection	1	Item	5,000	5,000
26	Allowance to make good interior linings, finish and trim around new windows	1	Item	20,000	20,000
27	P&G	14	%		39,122
28	Margin	6	%		19,114
29	Consent	2	%		6,754
30	Professional fees	18	%		61,997
31	Contingency	15	%		60,964
32	Cost fluctuations and escalation	Excluded			0
	SUBTOTAL				467,390
					2,332,952



Hume House 150 The Terrace
Facade Condition Survey



19/11/2020



Date: 19/11/2020

Building Name: Hume House

Address: 150 The Terrace, Wellington

Location: Wellington

Job Number: 2945.1.1

Customer

Hume House Body Corporate 83149

Works Carried Out:

Inspection via abseil of 50% of the facade (9 drops, 2 on the ends, 5 on the long elevation) checking for cracked glass (and measure any broken), unpainted cracked window putty, rusted damaged frames, bubbling/flaking paint, cracked/drummy concrete and any other damage.

Job Completed

Yes

Observations

The majority of window frames are rusting and showing sign of various degrees of degradation. The frames are particularly bad on the east face on the Terrace side.

We noted 6 cracked windows in total spread across each elevation. They are most likely cracking due to the expansion of the steel frames due to rust. We also noted where a number of windows have been replaced but the glazier has not returned to paint the putty after it has cured so this has resulted in the putty drying out and cracking. This could also lead to leaks in the future

There are signs of hairline cracks in the concrete on all faces of the building and paint failure in a number of areas. On the West elevation the paint bubbling and cracks are particularly prevalent.

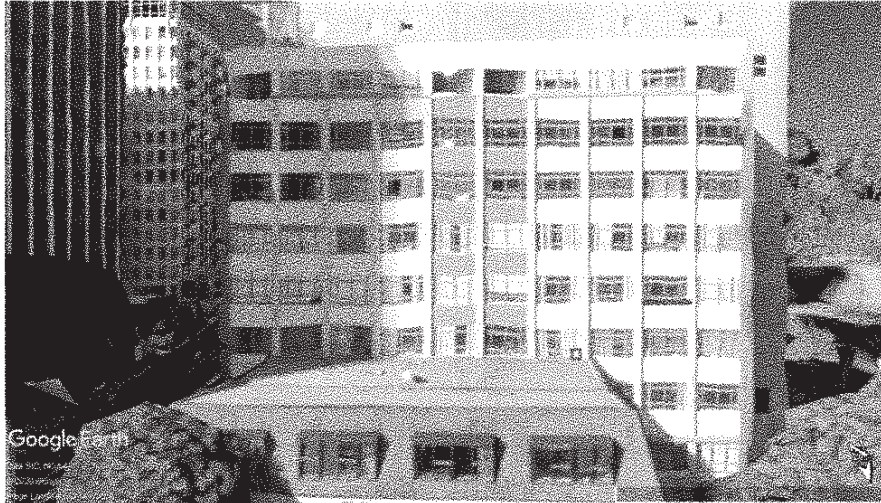
Recommendations

The steel window frames generally are in poor condition and consideration should be given to replacing them with modern aluminium joinery in the medium term. There could be some short-term reprieve by addressing the worst areas and replacing the cracked glass and putty but the rust looks to be appearing through the paint in a number of areas.

Consideration should also be given to a full repaint of the building in the next 2 to 3 years. The hairline cracks will be allowing water into the concrete substrate and should really be addressed before water begins to rust the reinforcing steel which will in turn cause the concrete to breakdown through spalling.

Damage Locations

North



L5 North Cracked Glass 455mmx490mm	L3 North Window Sill Rotten
L2 North Cracked Glass 455mmx490mm	

West



L6 West Cracked Glass 860mmx865mm	L1 West Cracked Glass 455mmx490mm
L3 West Cracked Glass 430mmx490mm	

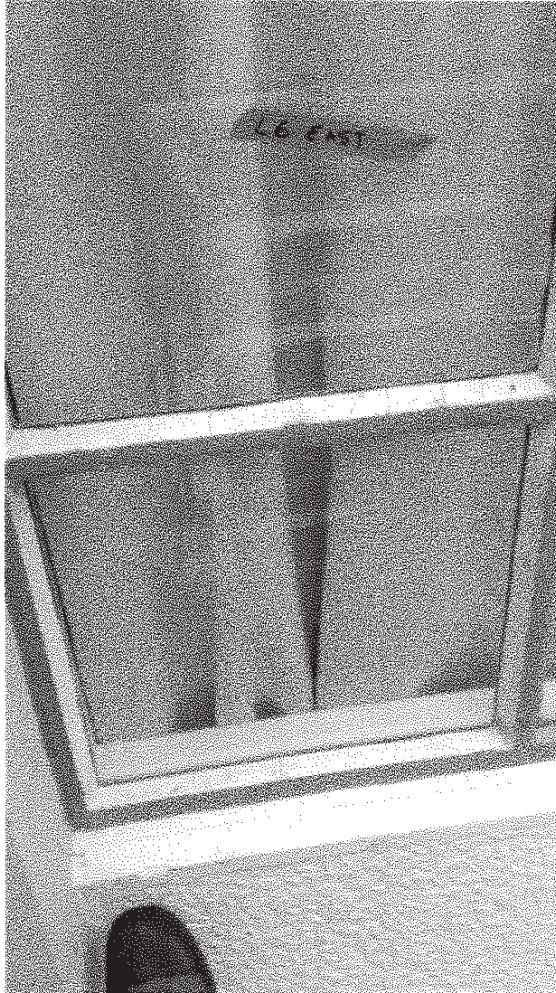
East



L4 East Cracked Glass 900mmx490mm	

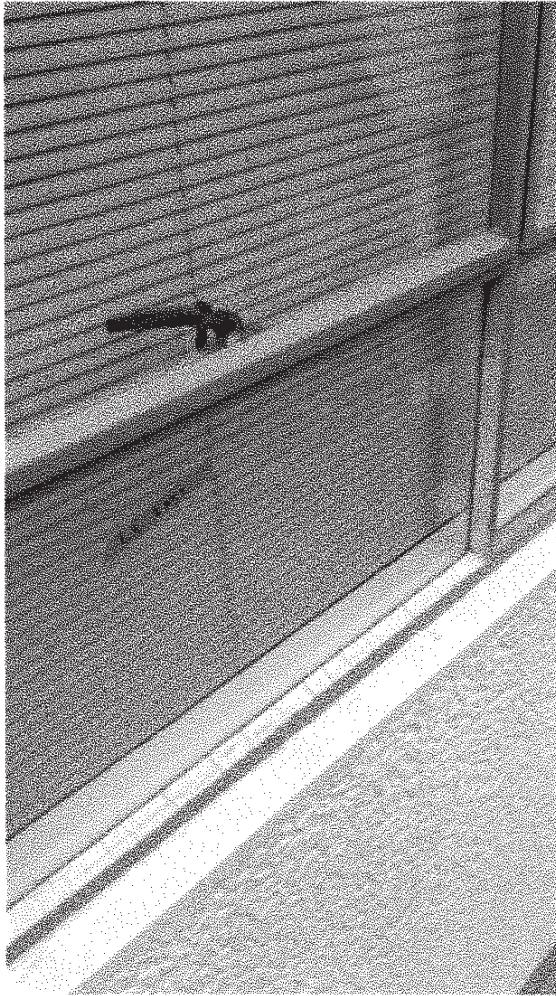
Sample Images of Damage

Unpainted Cracked Putty



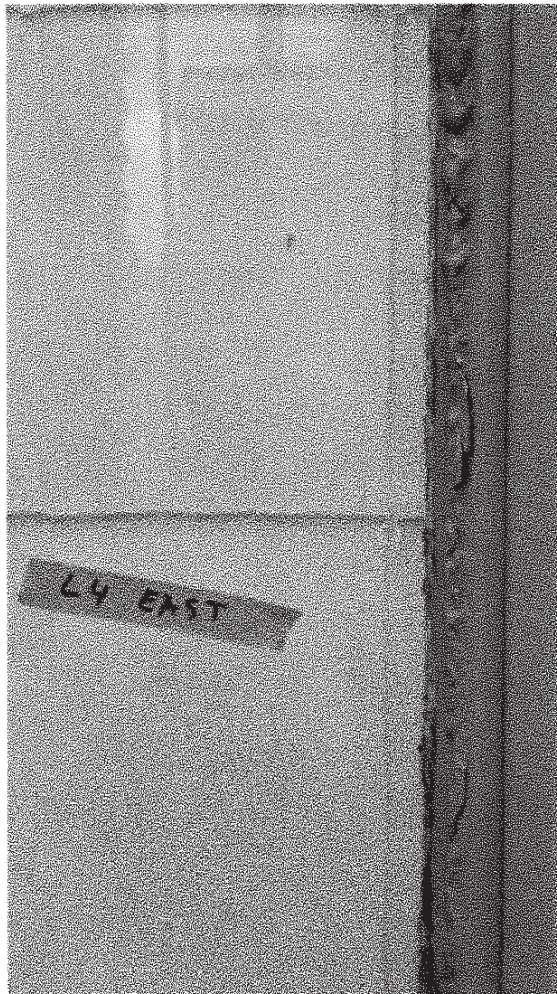
Sample Images of Damage

Unpainted Cracked Putty



Sample Images of Damage

Paint breakdown on window frames



Sample Images of Damage

Cracked Window



Sample Images of Damage

Cracked window



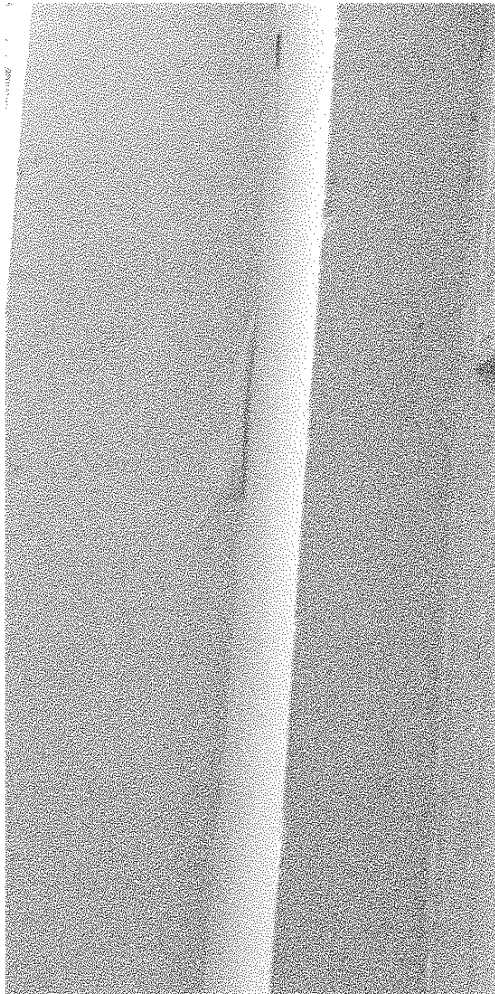
Sample Images of Damage

Hairline cracked



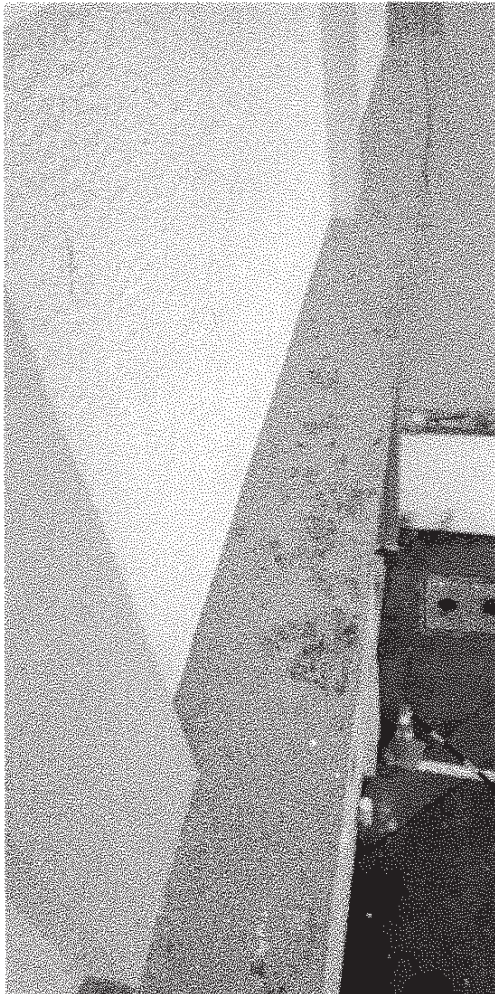
Sample Images of Damage

Hairline cracks and paint falling



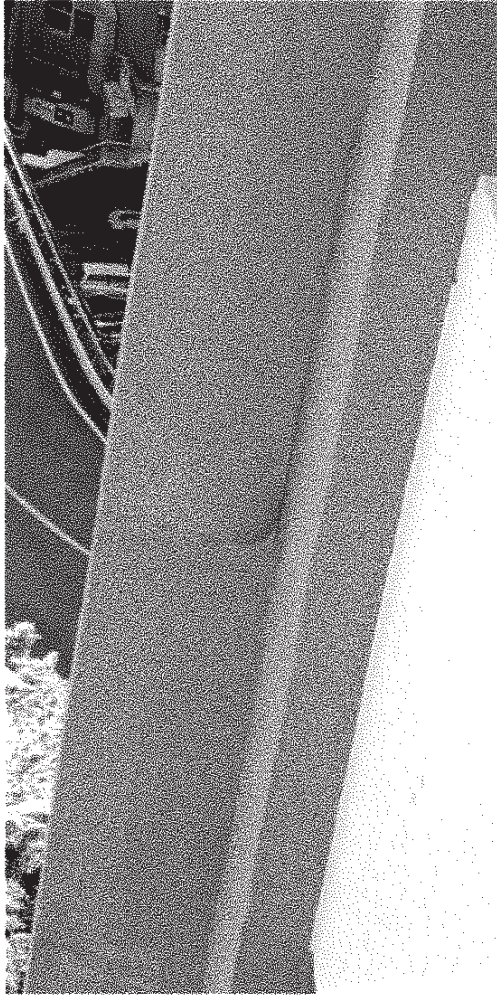
Sample Images of Damage

Paint failing



Sample Images of Damage

Hairline cracks



Sample Images of Damage

Unpainted Cracked Putty



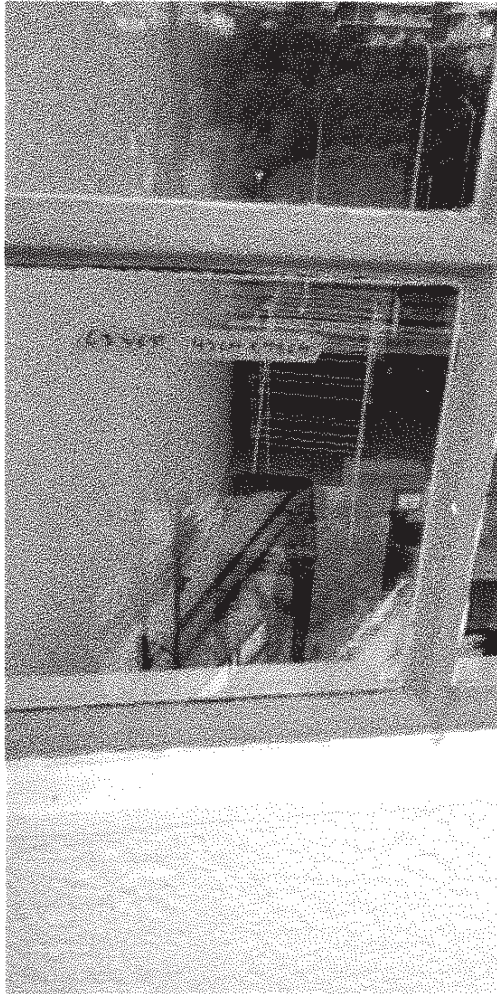
Sample Images of Damage

Rusting window frame



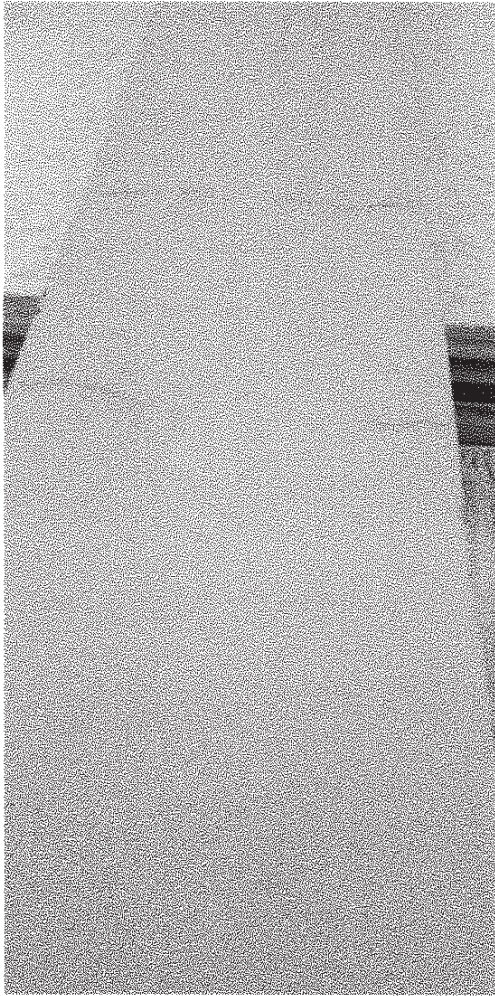
Sample Images of Damage

Cracked window



Sample Images of Damage

Hairline cracks



Sample Images of Damage

Rusted window frame



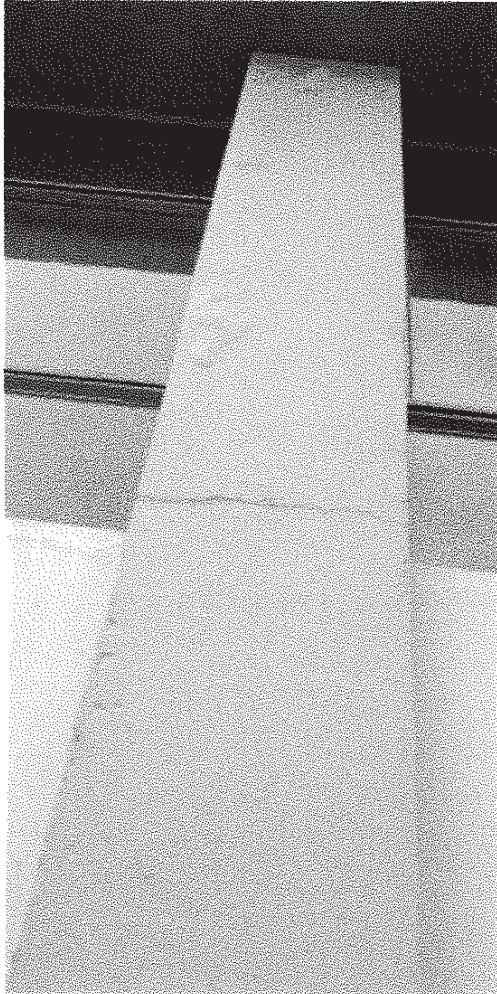
Sample Images of Damage

Hairline cracks and paint failing



Sample Images of Damage

Hairline cracks and paint failing



Sample Images of Damage

Window seals



Has the site been left clean and tidy?

Yes

Technician Sign Off



Full Name
D J A Rodrigues

I declare that all work has been carried out to the highest standard, and I take full accountability for this work.

A handwritten signature in black ink, appearing to be 'DJAR'.

OWNER CONTACT DETAILS: HUME HOUSE BODY CORPORATE NO. 83149

To assist us in keeping you informed, please complete and return this page to:

Your Property Matters Ltd
P.O. Box 12-123
Thorndon
WELLINGTON

or

FAX: (04) 473-7331
Email: marlene@ypm.co.nz

Date: _____

Unit: _____

Car Park: _____

FULL LEGAL NAME OF OWNER/S OR COMPANY/TRUST/PARTNERSHIP*

Postal address if other than Apartment: _____

Contact details:

Contact Name: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email: _____

***COMPANIES / TRUSTS / PARTNERSHIPS**

If the Unit is owned by a Company, Trust or Partnership, it is now mandatory for the Body Corporate to have on record the contact details of **all the Directors, Trustees or Partners**. Please attach these on an additional page.

TENANTED PROPERTIES

Presently tenanted by: _____

Contact details:

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ E-mail: _____

Managed by: _____

Contact details:

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ E-mail: _____

MORTGAGEES

It is now mandatory for the Body Corporate to have on record all the interested parties for the Unit.

Please note all interested parties: _____

Section 85 (3): Despite anything in this Act, where the owner of a principal unit transfers his or her unit to any other person, until the body corporate is notified in writing of the transfer, — (a) that owner of the principal unit remains liable to the body corporate for all contributions levied by the body corporate under section 121 for his or her unit: