

**HUME HOUSE
Body Corporate 83149**

**Notice of the
2023 ANNUAL GENERAL MEETING**

To be held via:
Zoom Conference

Date:
Thursday, 23rd November 2023 at 12:00 Noon

Website: www.ypm.co.nz, select "Member Login" Username: bc83149 Password: bw847y

2023 ANNUAL GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149

Please find enclosed,

- Notice & Agenda
- Proxy form
- Postal Voting form
- 2022 AGM Minutes
- 2023 EGM Minutes
- Chairperson's report
- Facility Management Report
- Financial Statements & Commentary
- Windows and Façade Upgrade – Breakdown of Preliminary Options
- Provisio Projects – Project Status Report
- Special Levy Schedules – Options 1-4
- Body Corporate Committee Interests Register – none to report
- Owner Contact Details

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

8th November 2023

2023 ANNUAL GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149

AGENDA:

1.0 Meeting Formalities

- 1.1 Present
- 1.2 Proxies
- 1.3 Apologies
- 1.4 Quorum

2.0 Previous Minutes

2.1 2022 Annual General Meeting

Ordinary Resolution: That the Minutes of the AGM held on 30 November 2022 as circulated, are taken as true and accurate.

2.2 2023 Extraordinary General Meeting

Ordinary Resolution: That the Minutes of the EGM held on 29 March 2023 as circulated, are taken as true and accurate.

2.3 Matters Arising from Minutes

3.0 Body Corporate Management Committee

Chairperson's Report

3.1 Election of Hume House Chairperson and Committee

Please note that it is now mandatory for the Chairperson to be elected at the Annual General meeting. It is also required that the Annual General meeting set the number of committee members and the quorum required for the committee meetings.

Ordinary Resolution: Election of nominated committee members.

Nominations Received:

Saya Hashimoto

Ben Pearson

Linley Caudwell

Brendan Ralph

Ordinary Resolution: That the number of committee members be decided.

Ordinary Resolution: That the number required for the quorum of the committee be set.

Ordinary Resolution: Election of a Chairperson.

Nominations received:

Saya Hashimoto

Special Resolution: That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

4.0 Facilities Management

4.1 Facility Manager's report

4.2 Health & Safety

5.0 Administration & Finance

5.1 2023 End of Year Accounts

Ordinary Resolution: That the financial accounts to 30 September 2023 be accepted.

5.2 Appointment of an Auditor

As per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 30 September 2024 accounts to undertake a special purpose verification or an agreed upon procedures review or an audit.

Special Resolution: That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2024.

5.3 2024 Proposed Budget

Ordinary Resolution: That the proposed 2024 budget of \$416,364 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2024 and continuing until further notice.

Ordinary Resolution: That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.

5.4 Long Term Maintenance Plan

Ordinary Resolution: That the attached Long Term Maintenance Plan be accepted.

6.0 General Business

6.1 Windows & Façade Upgrade Project Update

6.2 Project Options

Ordinary Resolution: That the Body Corporate proceed with all the project works described under Option 1 at an estimated cost of \$4,700,000.

Ordinary Resolution: That the Body Corporate proceed with the project works described under Option 2, which exclude the penthouses at an estimated cost of \$4,400,000.

Ordinary Resolution: That the Body Corporate proceed with the project works described under Option 3, which exclude the Annex at an estimated cost of \$4,000,000.

Ordinary Resolution: That the Body Corporate proceed with the project works described under Option 4, which exclude the Annex & penthouses at an estimated cost of \$3,800,000.

6.3 Special Levy

Ordinary Resolution: That the Body Corporate raise a special levy of \$4.7m/\$4.4m/\$4.0m/\$3.8m in line with the approved project option 1/2/3/4, based on utility interest, payable by 1 March 2024.

6.4 Committee Approval

Ordinary Resolution: That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any project expenditures associated with the approved project option.

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 or their proxy who votes on a motion passed by ordinary resolution under section 97 or by special resolution under section 98.
- (2) The eligible voter or their proxy must request the poll in person at the meeting or by audio link, audiovisual link, or other remote access facility.

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: Charlene Newell (charlene@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 23rd November 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 Minutes of the AGM held on 30 th November 2022 as circulated, are taken as true and accurate.	Ordinary (non-designated)
That the Minutes of the EGM held on 29th March 2023 as circulated, are taken as true and accurate.	Ordinary (non-designated)
Election of nominated committee members. Nominations Received: Saya Hashimoto Ben Pearson Linley Caudwell Brendan Ralph	Ordinary (non-designated)
That the number of committee members be decided.	Ordinary (non-designated)
That the number required for the quorum of the committee be set.	Ordinary (non-designated)
Election of a Chairperson. Nominations received: Saya Hashimoto	Ordinary (non-designated)
That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.	Special (non-designated)
That the financial accounts to 30 September 2023 be accepted.	Ordinary (non-designated)
That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2024.	Special (non-designated)

That the proposed 2024 budget of \$416,364 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2024 and continuing until further notice.	Ordinary (non-designated)
That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.	Ordinary (non-designated)
That the attached Long Term Maintenance Plan be accepted.	Ordinary (non-designated)
<p>Project Options:</p> <p>That the Body Corporate proceed with all the project works described under Option 1 at an estimated cost of \$4,700,000.</p> <p>That the Body Corporate proceed with the project works described under Option 2, which exclude the penthouses at an estimated cost of \$4,400,000.</p> <p>That the Body Corporate proceed with the project works described under Option 3, which exclude the Annex at an estimated cost of \$4,000,000.</p> <p>That the Body Corporate proceed with the project works described under Option 4, which exclude the Annex & penthouses at an estimated cost of \$3,800,000.</p>	Ordinary (non-designated)
<p>Special Levy:</p> <p>That the Body Corporate raise a special levy of \$4.7m/\$4.4m/\$4.0m/\$3.8m in line with the approved project option 1/2/3/4, based on utility interest, payable by 1 March 2024.</p>	Ordinary (non-designated)
<p>Committee Approval:</p> <p>That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any project expenditures associated with the approved project option.</p>	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: Charlene Newell (charlene@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 Thursday 23rd November 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 Wednesday 22nd November 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 Tuesday 7th November 2023 via Zoom Conference.

*Select one.

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Minutes of the AGM held on 30 th November 2022 as circulated, are taken as true and accurate.	Ordinary (non-designated)		
That the Minutes of the EGM held on 29th March 2023 as circulated, are taken as true and accurate.	Ordinary (non-designated)		
Election of nominated committee members. Nominations Received: Saya Hashimoto Linley Caudwell Ben Pearson Brendan Ralph	Ordinary (non-designated)		
That the number of committee members be decided.	Ordinary (non-designated)		
That the number required for the quorum of the committee be set.	Ordinary (non-designated)		
Election of a Chairperson. Nominations received: Saya Hashimoto	Ordinary (non-designated)		

That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.	Special (non-designated)		
That the financial accounts to 30 September 2023 be accepted.	Ordinary (non-designated)		
That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2024.	Special (non-designated)	Audit - Y / N Review - Y / N SVP - Y / N None of the above - Y / N	
That the proposed 2024 budget of \$416,364 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2024 and continuing until further notice.	Ordinary (non-designated)		
That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.	Ordinary (non-designated)		
That the attached Long Term Maintenance Plan be accepted.	Ordinary (non-designated)		
Project Options: That the Body Corporate proceed with all the project works described under Option 1 at an estimated cost of \$4,700,000.	Ordinary (non-designated)	Y / N	
That the Body Corporate proceed with the project works described under Option 2, which exclude the penthouses at an estimated cost of \$4,400,000.	Ordinary (non-designated)	Y / N	
That the Body Corporate proceed with the project works described under Option 3, which exclude the Annex at an estimated cost of \$4,000,000.	Ordinary (non-designated)	Y / N	
That the Body Corporate proceed with the project works described under Option 4, which exclude the Annex & penthouses at an estimated cost of \$3,800,000.	Ordinary (non-designated)	Y / N	
Special Levy: That the Body Corporate raise a special levy of \$4.7m/\$4.4m/\$4.0m/\$3.8m in line with the approved project option 1/2/3/4, based on utility interest, payable by 1 March 2024.	Ordinary (non-designated)		
Committee Approval: That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any project expenditures associated with the approved project option	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.



**MINUTES OF
THE 2022 ANNUAL GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Conducted via Zoom on
Wednesday 30 November 2022 at 12'noon**

Web site: www.ypm.co.nz/bc83149 Username: bc83149 Password: 83149

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (4) Chairperson
Ben Pearson (31, 32 & 33)
Linley Caudwell (6)
Ankush Juneja (17)
Olivia Krakosky (1)
Goran Savic (C)
Jo McMillen (B)
Malcolm Hodge & Moana Meyer (7)
Martin Cayford (11)
Mark Hashimoto (22)
Stephen Hall (26)
Maya Kuchit (34)

Jan Viljoen – YPM

1.2 Proxies

The Chair held proxies for units 24 & F
Ben Pearson held a proxy for unit 13

1.3 Postal Votes

Brendan Ralph (5) – Yes to all but no to any form of audit/review of financials.

1.4 Apologies (other than proxies and postal votes)

None

1.5 Quorum

A quorum of 11 was present and the meeting proceeded

2.0 Previous Minutes

Moved: By ordinary resolution that the Minutes of the AGM held on 19 November 2021 be accepted as a true and accurate record of proceedings.

Chair/Ben/carried

Matters arising not covered elsewhere:

None.

3.0 Body Corporate Management Committee

3.4 Chairpersons Report

The Chairperson's briefly spoke to her report highlighting the following:

- Cove Kinloch completed a review of the LTMP including updating cost estimates to current pricing.
- A recent trial evacuation had an unsatisfactory outcome and owners are called upon to note and also inform their tenants of the correct evacuation procedures.
- There has been a continued increase in items and rubbish left in common areas, the garage and accessory units. The cost of removal may be on-charged to owners.
- The tower roof work is 90% done and should be completed before Christmas.
- The Hume House Windows and Façade Upgrade Project is now underway with further updates to follow as more information becomes available.

3.5 Election of Committee & Chairperson

Jan informed that the current committee members all declared themselves available for re-election and the Chair invited further nominations from the floor, especial from those with experience relevant to the upcoming windows and façade project. No new nominations were made.

Committee nominations:

Saya Hashimoto
Ben Pearson
Brendan Ralph
Linley Caudwell

Moved: By ordinary resolution that the nominations for the Committee be accepted.

Jo/Maya/carried

3.5.1 Number of Committee members

Moved: By ordinary resolution that the Committee at any time should consist of at least 3 members

Linley/Ben/carried

3.2.2 Quorum for the Committee

Moved: By ordinary resolution that the number required for the quorum of the committee be set at 3 members.

Ben/Linley/carried

3.2.3 Chairperson nominations:

Saya Hashimoto confirmed her availability for re-election. There were no other nominations.

Moved: By ordinary resolution that Saya Hashimoto be elected as Chairperson.

Linley/Ben/carried

3.2.4 Delegation of Duties

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

Ben/Linley/carried

4.0 Facilities Managers Report

Jan presented the Facilities Management Report highlighting the following:

- The annual building, window and gutter clean is scheduled for early December. The trees obstructing access to some windows remains a problem with WCC having their own schedule for trimming them back.
- Following recent issues with the garage roller door a digilock was temporarily fitted to control building access via the pedestrian door. This has since been removed but Jo suggested retaining it in place if again required, only deactivating rather than removing it once the roller door has been fixed. She also requested more timely and detailed communication in future to enable affected owners to determine the most appropriate way to deal with the situation.

Action: Louise (YPM)

In answer to a question Jan informed that the internal gutters works was not part of the roof repair project. It is a separate item in the LTMP and is scheduled to be done later in the new financial year. The work is required due to the existing gutters not being large enough to cope with recent increased rainfall.

No Health & Safety incidents, accidents or near misses occurred during the reporting period.

5.0 Administration & Finance

Jan spoke to the Financial Accounts as circulated and answered questions from the floor.

5.1 2022 End of the year accounts.

Moved: By ordinary resolution that the financial Accounts to 30 September 2022 be accepted.

Linley/Chair/carried

5.2 Appointment of an Auditor

Following discussion, the meeting agreed not to have the 2023 year end accounts audited or reviewed.

Moved: By special resolution that the accounts to 30 September 2023 not be audited/reviewed or undergo a special verification procedure.

Jo/Mark/carried

5.3 2021 Proposed Budget

The meeting discussed the proposed budget reflecting no increase in ordinary levies.

Moved: By ordinary resolution that the proposed 2023 budget of \$386,699 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2023 and continue until further notice.

Linley/Ben/carried

Moved: By ordinary resolution that pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditure provided for in the budget and long-term maintenance plan.

Ben/Chair/carried

5.4 Long Term Maintenance Plan

The plan as tabled includes provision for the remaining cost of roof repairs, yet to be completed. The other figures are all from the newly prepared LTMP but this information was transposed on to the more familiar template. Following some questions from the floor, YPM was asked to distribute the new LTMP to all owners for information.

Action: Jan (YPM)

Moved: By ordinary resolution that the attached Long Term Maintenance Plan be accepted.

Ben/Linley/carried

6.0 General Business

Windows and Façade Project

For context, the Chair informed the meeting that following Goleman Group's inspection of circa 50% of windows, it was identified that they were nearing their end of life and rust was causing many panes to crack. The insurers informed that they would no longer provide cover for these cracking panes. It was also identified that the façade had many patches where water ingress through cracks have resulted in spalling due to the steel reinforcing rusting and expanding. With the roof now done, the windows and façade are the next to be addressed.

The committee met with a number of potential project managers to appoint a suitable candidate and preliminary costings were requested. The quantity surveyors have now provided cost estimates for three options, based on the Goleman report. These quotes were received too late for inclusion with the meeting papers but the Chair gave the following verbal overview, pointing out that all three options include the façade repairs:

- A) Repair the existing steel-framed windows including removal of rust and repainting. This option is not recommended due to ongoing maintenance requirements. The cost of this option would be circa \$1.3m.
- B) Replace the existing windows with single-glazed aluminium ones. There is uncertainty around whether this would be allowed under Healthy Homes Standards. The cost of this option would be circa \$2m.
- C) Replace the existing windows with double-glazed aluminium ones. The cost of this option would be circa \$2.3m.

The Chair also mentioned potential financing options which owners might further investigate such as sustainability loans of up to \$80k at a rate of 1% annual interest for up to three years. Linley added that she heard that Westpac offers similar type loans at 0% for 5 years.

In conclusion she said that the above was only to create an awareness of the current position and an EGM will be called to present a proposal to owners once the information becomes available. She then invited questions from the floor.

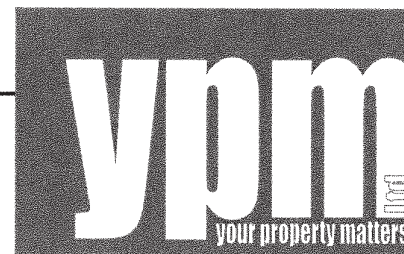
In answer to questions regarding the scope of the project, the Chair informed that the façade works cover the exterior of the entire building. All windows, including those of the Annex, are included however with the top floor already double glazed, this needs to be further investigated. It might have an impact on cost allocation too. She also undertook to raise the possible impact the façade works might have on the building's NBS rating, with the engineers.

Action: Chair

In conclusion she informed that planning for an EGM will be informed by feedback from the project manager regarding process and timelines. There is the further possibility to do the project in phases. Linley's apartment on level 2 will be used as a test case to provide further insight into the potential scope of works. With no provision in the LTMP for this project, it will be entirely funded from special levies.

There being no further business the meeting was closed at 1:07p.m.

Signed Date
Chairperson



**MINUTES OF
THE 2023 EXTRAORDINARY GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Conducted via Zoom
at 12:00 on Wednesday 29 March 2023**

Web site: www.ypm.co.nz/bc83149 Username: bc83149 Password: 83149

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (4) **Chairperson**
Brendan Ralph (5)
Maya Kuchit (34)
Linley Caudwell (6)
Mark Hashimoto (22)
Stephen Hall (26)
Goran Savic (C)
Jo McMillen (B)
Josh Colenso (2)
Malcolm Hodge & Moana Meyer (7)
Martin Cayford (11)
George Pearson (13)
Ben Pearson (31, 32 & 33)
Nikki Earnshaw (30)

Jan Viljoen – YPM

1.2 Proxies

George Pearson to Ben Pearson

1.3 Apologies (other than proxies)

None

1.4 Postal Votes

Olivia Krakosky (1) – Yes to Option 3 and to all other resolutions.

1.5 Quorum

A quorum of 11 was present and the meeting proceeded.

2.0 Windows and Façade Upgrade Project

The Chair thanked everybody for attending and opened the discussion mentioning that the window replacement is not only to improve the building aesthetics. Neglecting to do this could significantly impact the building's structural integrity which would jeopardise the insurance cover and overall value of the asset.

Regarding the three window replacement options, the Chair informed that the figures are only estimates based on industry/market information provided as guidelines. These are not quotes and might change as the design gets refined.

Regarding the many emails she received, most cannot be answered at this pre-design stage. She also mentioned that despite seeking quotes from a number of architects, only Interact Architects had capacity as well as the required window and façade experience to take on the project.

The south side is currently not included in the project. Access to it is very limited. The project manager and architect did attend site and identified that there might be possible compliance issues which the final design will need to address.

In conclusion she mentioned that current indications are that the project will not require the building to be vacated although it might be unpleasant to live in during the works. The front door has been included in the cost estimates however its inclusion can be decided when owners vote on the final design.

After an opportunity for questions, the meeting proceeded to vote on the resolutions. As part of this process the Chair commented on the three windows options, informing that option 1 was not the recommended alternative and option 2 might not be acceptable to the council based on code compliance requirements. The resolutions were then put to the vote.

Option 1: By 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.

Failed

By a show of hands and with only 1 owner (Unit C) in favour of it, the resolution failed.

Option 2: By 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.

Failed

By a show of hands and with no one in favour of it, the resolution failed.

Option 3: By 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.

Passed

Unit B was opposed

By a show of hands, everyone was in favour of it except for unit B. The resolution passed.

Moved: By 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.

Linley/Ben/carried

The meeting discussed the proposed special levy. Unit B objected to the levy being collected as a single payment early on during this phase of the project. It was however pointed out that cash flow requirements would not be consistent making it difficult to collect the funds over a period. Following further discussion the resolution was put to the vote.

Moved: By 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.

Chair/Linley/carried

Units B, 30 & 34 were opposed

Linley next addressed the meeting providing information regarding potential financing options available to owners for phase 2 of the project. The five major banks all offer low-interest loans for energy saving home improvements. These take the form of top-ups to existing mortgages. Kiwi Bank only do sustainable energy loans for items like solar panels which probably rule them out. ANZ, BNZ and ASB offer loans at 1% interest, fixed for 3 years. Westpac offers loans of up to \$40k at 0% interest fixed for 5 years. Normal lending criteria apply and applications will require specific supporting documents.

The Chair invited those wishing to take up such loans to channel any questions for documentation to her. She will then endeavour to obtain this from the project manager.

The Chair undertook to provide regular progress reports on the project and pointed out that there will likely be another EGM towards the end of phase 1 to present the final design, cost estimates and project funding requirements to owners for approval.

There being no further business the meeting was closed at 12:50 p.m.

Signed Date
Chairperson

Dear Members,

I present the 2022/23 annual report of your Body Corporate. The Committee has met quarterly through the year and I have provided you updates from each meeting. I thank the Committee members Brendan, Linley and Ben, and Jan and Louise at YPM, for their hard work this year. Due to the pressures of the façade and windows project, there has been extra work for everyone.

I'd like to give you an update on the project ahead of the AGM on 23 November 2023.

Background

As you may recall, we started discussions about the need for work on the windows and façade in 2021 following a report from Goleman's. The report was commissioned due to apartments on the north face complaining of water ingress around their windows during storms. The report advised that the windows were nearing the end of their 50-year life and advised refurbishment or replacement to avoid structural damage to the steel inside the concrete of the tower building.

The committee interviewed three project managers and chose one to manage the project based on a set of predetermined criteria. A quantity surveyor was engaged in 2022 to provide estimates for three high-level options (refurbishment of existing steel framed windows, replacement with single glazing and replacement with double glazing) which the Body Corporate voted on. All three options also included fixing any damage to the façade and full repaint (the painting was already budgeted for in the LTMP for 2023).

The result of the vote was a choice to do further investigation of the double-glazing with façade repair and painting option. This was because the refurbishment option did not properly address the risk of structural damage and the single glazing option was not likely to have been signed off by Council due to building regulations requirements. The southern face was excluded from scope as this has not had any water ingress.

The project was then designed to have two phases:

- **Phase one:** Preliminary design based on actual measurements and legal requirements, with options on scope
- **Phase two:** A final design based on owner votes, and construction

Progress

We have now completed phase one. The budget for this phase was \$300,000, and we have so far spent \$70,137 to Sept 30. This includes architect and project management fees, fire engineering and Council fees. Unfortunately, the preliminary design work uncovered several issues that have a significant impact on cost. These are briefly outlined below. The first two are discussed in further detail in the project status update which is part of this pack.

1. The building, particularly the annex, is not compliant with fire standards and requires up to \$635k of work to bring it up to standard. The tower requires new compliant corridor alarms and new fire indicator panels. Meetings on the Terrace in the annex and the car park below it do not contain sprinkler systems and need to be brought up to standard by installing these which requires major work. *We cannot avoid this work as it will affect our insurance and ability to get building consent if we do not comply.*
2. The bricks in the tower are designed to move flexibly in an earthquake to avoid major damage. This is positive and may be why we were reasonably unscathed in 2016, but created horizontal cracks in the paint of the façade. *Repainting with normal paint will result in a*

similar issue if we have another earthquake and it is recommended that we use a flexible paint system. This adds close to \$400k.

3. Asbestos has been discovered in the annex roof tiles. Due to the health and safety risk, contractors will now not water blast the tiles and spraying is ineffective in removing moss. Including this work in the scope is more efficient because we would be using the same scaffolding, traffic management etc. This adds \$122,607.

Included in the AGM pack are:

- A spreadsheet comparing scope options and costings
- Project update from the project manager

Options

Note:

- There is no evidence of water ingress in either the penthouse or annex windows as these are newer aluminium windows
- All options below include facade patching and the flexible paint system
- The project managers have undertaken a very high level qualitative and quantitative review of the two tender submissions by contractors (of the original four, one declined to provide a submission after receiving the plans and one declined before) and note at this stage the latest Rawlinsons estimate (as referenced in the project status report) appears to be justified by the market from a P&G + margin perspective

There are four scope options presented in the spreadsheet, these are briefly detailed below.

1. Full scope: Replacement of windows in the tower, penthouse and annex - this option requires doing the tiling replacement because the annex windows cannot be replaced without addressing the asbestos in the tiles.
2. Exclude penthouse: Replacement of windows in the tower and annex - this option requires doing the tiling replacement because the annex windows cannot be replaced without addressing the asbestos in the tiles.
3. Exclude annex: Replacement of windows in the tower and penthouse - this option does not include addressing the tiles.
4. Exclude annex and penthouse: Replacement of windows in tower only exclusive of the penthouse - this option does not include addressing the tiles.

The consultants and the committee are of the view that *option four* is the one that addresses the original issue we have regarding structural integrity and maintenance of weathertightness, as well as compliance with fire standards and avoids the risk of having to repaint if there is an earthquake and the paint cracks, thereby allowing water ingress into the concrete and steel, while keeping the cost as low as possible by avoiding unnecessary works.

Action

If we do not make a good choice that addresses the issue, the building structure is at risk of deteriorating. This information will be readily available to prospective purchasers through the minutes of the AGM and quarterly BC meetings - and is now legally required to be disclosed. This is likely to have an impact on future apartment values and may also make it harder to sell.

Please carefully read the documentation provided and:

- Email any questions ahead of the AGM so I can do my best to get answers from the architect, project manager or contractors
- Decide which you believe is the best choice for discussion and vote at the AGM

Saya Hashimoto

Body Corporate Chair

November 2023



**HUME HOUSE BODY CORPORATE 83149
AGM - FACILITIES MANAGEMENT REPORT
15 November 2022 - 31 October 2023**

General Information:

Fob Duplication

YPM has received reports of Owners getting a Locksmith to duplicate their existing fob. This practice is a breach of the Hume House Body Corporate Rules and a serious security risk for the building. On behalf of the Body Corporate, YPM holds the fobs for the building which allows the Body Corporate to monitor purchases and record allocation to each Unit. This assists with any required deactivations eg in 2021 a Unit was forced to deactivate 10 fobs for fear of future security breaches from a previous Tenant and/or her many associates. Allowing Owners (which could lead to Tenants doing the same) to duplicate fobs compromises this system and increases the risk to the building's security. YPM has serious concerns with this behaviour and does not support it.

On-charging of False Fire Alarm Activations/Call Outs

Owners are reminded that where a false fire alarm call out by the Fire Brigade and/or the fire systems provider can be attributed to a particular Resident/Unit, the liability for any costs incurred rests with the Unit Owner.

Oversized Items/Unauthorised Storage

There have been various instances where oversized items have been left in common areas and/or areas are being used as unauthorised storage eg garage. Removal of items as a Body Corporate cost results in all Owners contributing to the cost to remove items from the building. It is the Owners (and Tenants) responsibility to remove and safely dispose of oversized items and store all items inside their Units.

Rubbish Left in Common Areas

There have been various reports of general rubbish being left in common areas. This is a health & safety issue and is not acceptable. Please keep your general rubbish inside your Unit until you are able to take it to the rubbish bins provided in the garage.

Sprinkler System

Please note that under no circumstances is there to be anything hung or attached to the sprinklers or sprinkler pipework within the Units. Any repairs or replacement of sprinkler heads from damage caused by Residents or decorators/painters getting paint on them will be at the cost of the Unit Owner.

Tenant Behaviour

On occasion there have been instances of damage to the common area due to Tenant behavior. Owners are reminded that ultimately, they are responsible for the actions of persons living within their Units and may be liable for costs incurred by the Body Corporate as a result of Tenant behaviour. This includes but is not limited to, excess waste removal and cleaning charges, damage to common areas, and call-out fees. Owners should ensure Tenants receive a copy of the Body Corporate Operational Rules and are aware they must comply with them.



As you are aware the above behaviour is at variance to what is contained in the Hume House Body Corporate Rules. It would be appreciated if all Occupants comply in future.

Items of note:

Building Warrant of Fitness (BWOFF)

BWOFF now certified until 9 July 2024.

Building and Window Wash

Window Cleaning Contractors completed the annual full building, window and gutter clean (including moss removal from the tiled roof, see below entry under Roof Tiles - Annex) in October 2023.

Compliance Survey - Annual

CoveKinloch carried out the annual Compliance Survey on 24 April 2023.

Fire Compliance Works

Fire Compliance Services carried out passive fire works during this reporting period.

Fire Evacuations

Safety First carried out the trial evacuations during this reporting period. One report advised of Occupiers congregating outside the main lobby door and not moving away from the building. An email was sent to All Owners and Property Managers reminding them to move away from the building (preferably further up The Terrace) and to advise any Tenants if their Unit is tenanted.

Fire Alarm/Sprinkler Survey

Equans (formerly Engie Services) carried out the annual Fire Alarm Survey on 24 April 2023. The next Annual Sprinkler Survey is due in 2024.

Graffiti Removal

Graffiti reported in various locations on the building. SB Maintenance were engaged to remove.

Lift Call Outs

- Scheduled lift maintenance was carried out by Otis during this period.
- Lift entrapment reported on 21 February 2023 where the occupant called 111 to be released. In doing so FENZ damaged the lift plant room door. An insurance claim was lodged and settled.
- Lift Lockbox – with the new fire door fitted to the lift plant room, a new lockbox containing the key has also been installed. Otis has been advised of this and of the new lockbox code.
- Lift (left/right) – during the new fire door installation, Otis had to isolate the right (#2) lift to ensure safe working conditions for the Contractor. However, due to the age of the lifts, when a lift is isolated, it interferes with the function of the other lift. In this case it would only allow the left lift to be called from Level 1 upwards and not from the ground level. For future isolations Otis will take every step to ensure the other lift remains working but this cannot be guaranteed due to the age of the lifts.



Roof Tiles - Annex

It has recently been discovered that the annex roof tiles contain asbestos and for this reason Window Cleaning Contractors delayed completing the building wash until a safe plan to continue was put in place. The tiles will be sprayed as best they can to remove the moss and dirt but it is likely they will not be cleaned completely as they will not be using high pressure devices on the tiles.

Roof - Main Residential Repair

HighRise and their subcontractors completed the roof repair in February 2023

Safety Anchors

Goleman are scheduled to carry out the annual safety anchor inspection in November 2023, awaiting confirmed date.

Weathertight Project (HH-WaFUP) – Windows/Façade/Skylights

The building has various weathertight issues relating to the steel framed windows, façade and skylights. It has been recommended that windows are replaced, the façade repaired and painted and skylights repaired/replaced as required. The Body Corporate engaged project management firm Provisio Projects to manage the Project and this is being driven by the Committee. It is expected the Project Team will update all Owners at the 2023 AGM.

Service Providers:

Service Type	Provider
BWOF	CoveKinloch
Windows Wash	Window Cleaning Contractors
Cleaning	Freedom Cleaning
Common Area Electricity	Genesis Energy
Electrician	Mainline Electrical
Security/Access Control	CSINZ
Doors – Pedestrian entry	Elite Services
Fire Systems	Equans
Insurance Broker	Crombie Lockwood
Elevators	Schindler Lifts
Locksmith	Master Locksmiths
Plumbing	In Sink
TV Reception	Aerial Masters
Waste Collection	Waste Management

Louise Jago

Body Corporate Facilities Coordinator

Body Corporate 83149



HUME HOUSE
Body Corporate No. 83149

Special Purpose Financial Report
For the year ended 30 September 2023.

Prepared by

Your Property Matters Ltd



HUME HOUSE BODY CORPORATE No. 83149

FINANCIAL STATEMENTS AND COMMENTARY

FOR THE YEAR 1 OCTOBER 2022 TO 30 SEPTEMBER 2023

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Levy Schedule for Proposed 2024 Budget
Long Term Maintenance Plan
Exclusion of Liability Statement
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HUME HOUSE BODY CORPORATE No. 83149

FINANCIAL REPORT: 1 OCTOBER 2022 to 30 SEPTEMBER 2023

1. Financial Accounts

1.1 2022 - 2023 Accounts

The Body Corporate's Statement of Financial Performance and Statement of Movement in Equity for the year 1 October 2022 to 30 September 2023, and Statement of Financial Position as at 30 September 2023 are attached. Also attached, is the variance analysis against budget for the year.

These show a deficit from routine operations for the year of \$2,363 compared to a break even budget. Net Other Income includes the Prior Year Deficit Claw back and substation Lease. Net income was made up as follows:

	Net Ordinary Income	Net Other Income	Net Income
(Deficit)/Surplus	(\$2,363)	\$5,683	\$3,321

As at 30 September 2023 total Long Term Maintenance Fund was \$189,456 and Windows & Facade Upgrade Fund was \$229,863. Total Equity as a Contingency Fund was \$26,568.

The Long Term Maintenance Fund was made up as follows:

	30 September 2023	30 September 2022
Opening balance	\$185,469	\$209,234
Less LTM expenditure for the year	\$65,705	\$90,624
Add Transfers for the year	\$69,691	\$66,859
Rounding	\$1	-
Closing balance	\$189,456	\$185,469

The Windows & Façade Upgrade Fund was made up as follows:

	30 September 2023
Special Levy Phrase 1	\$300,000
Less Windows & Facade expenditure for the year	\$70,137
Add Transfers for the year	-
Closing balance	\$229,863

The Contingency Fund (Equity) was made up as follows:

	30 September 2023	30 September 2022
Opening balance Surplus/(Deficit)	\$23,247	(\$11,823)
Net Income	\$3,321	\$35,070
Closing balance	\$26,568	\$23,247

1.2 Accounts Receivable & Payable

Listings of receivable and payable balances as at 30 September 2023 are attached.

Regarding receivables: As at 30 September net receivable balance was \$15,460 in credit. This was made up of total credit balances of \$23,385 being levies paid in advance and total debit balances of \$7,925 being levies and on charges in arrears.

Regarding payables: As at 30 September payable balance was \$7,039. These were manageable within normal commercial payment terms.

1.3 Cash position

As at 30 September 2023 the Body Corporate had \$392,446 cash on hand of which \$328,248 was held in interest earning accounts.

1.4 Variance analysis

A variance analysis against budget for the year 1 October 2022 to 30 September 2023 is attached. The budget approved at the 2022 AGM was effective from 1 January 2023. Routine expenditure was 1% or \$2,363 over budget. Variances of note were:

- Total Fire Systems (+\$6,936). Includes Biennial sprinkler remedials.
- Insurance (-\$3,686).
- Total repairs & Maintenance (-\$2,365).
- Water rates (+\$4,476). Issues at WCC Water have resulted in erratic and late water use reading. It appears that previous estimates were too low.

2. Appointment of an Auditor

As per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 30 September 2024 accounts to undertake a special purpose verification or a review or an audit.

3. Proposed 2024 Budget

Attached are the proposed Budget and Levy schedule for the 2024 year of \$416,364 for consideration at the AGM. The proposed budget of \$416,364 is a 7.7% or \$29,665 increase from the previous year's budget.

4. Long Term Maintenance Plan

The Long Term Maintenance Plan is attached. The current and proposed annual contributions to the LTM Fund meet the requirement of the LTM Plan.

5. Conclusion

The Body Corporate's net result was a surplus for the year. The cash and equity positions were healthy.

Nilufa Nisha
Body Corporate Accountant
Your Property Matters Ltd

A handwritten signature in black ink, appearing to read 'Nilufa', is placed below the printed name.

18 October 2023

10:00 AM
17/10/23
Accrual Basis

Hume House Body Corporate No. 83149

Statement of Financial Performance

October 2022 through September 2023

	Oct 22 - Sep 23	Oct 21 - Sep 22
Ordinary Income/Expense		
Income		
Body Corporate Levies	317,865	297,470
Total Income	317,865	297,470
Expense		
BC - Facilities Management	21,038	20,171
BC - Management	25,096	24,081
Building Compliance/WOF	3,678	3,702
Building Wash/Window Clean	9,139	3,479
Common Area Cleaning	11,286	11,919
Common Area Electricity	7,294	7,411
Fire Systems		
Contracts	5,464	4,616
Repairs & Maintenance	11,311	6,451
Total Fire Systems	16,775	11,067
Health & Safety	840	765
Honorarium	2,000	2,000
Insurance	152,934	139,688
Insurance Valuation	0	1,265
Lift Maintenance Contract	13,969	10,351
Lift Telephone	779	787
Long Term Maintenance Plan	0	5,346
Professional Services	1,164	0
Repairs & Maintenance		
R&M Graffiti	652	240
R&M Lighting	5,816	2,578
R&M Other	16,783	21,685
R&M Roof Repairs	1,646	992
Total Repairs & Maintenance	24,898	25,495
Rubbish Collection	11,857	10,211
Security	256	-516
Water Rates	17,226	10,131
Total Expense	320,228	287,353
Net Ordinary Income	-2,363	10,117
Other Income/Expense		
Other Income		
Trnsf from/(to) Window & Facade	-229,863	0
Special Levy Windows & Facade	300,000	0
Long Term Maintenance		
LTM Levy	64,750	65,875
Bank Interest	5,240	624
Late Payment Penalties	904	360
Total Long Term Maintenance	70,894	66,859
Transfer from/(to) LTM Fund	-3,987	23,765
Prior Period Deficit Clawback	4,084	23,354
Substation Lease	1,599	1,599
Total Other Income	142,729	115,577
Other Expense		
Window & Facade Upgrade Expense		
Cladding - Consultants	55,803	0
Cladding - Contractors	14,335	0
Total Window & Facade Upgrade Expense	70,137	0
Long-Term Maintenance		
LTM - Roof Contractor	65,705	90,624
Total Long-Term Maintenance	65,705	90,624
Income Tax Expense	1,203	0
Total Other Expense	137,045	90,624
Net Other Income	5,683	24,953
Net Income	3,321	35,070

10:01 AM
17/10/23
Accrual Basis

Hume House Body Corporate No. 83149

Statement of Movement in Equity

As of September 30, 2023

	Sep 30, 23	Sep 30, 22	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
Westpac Current Account (00)	64,198	28,401	35,797
Westpac Online Bonus Saver (26)	325,332	51,794	273,538
Westpac Savings Account (17)	2,916	82,185	-79,270
Total Chequing/Savings	392,446	162,381	230,065
Accounts Receivable			
Accounts Receivable	-15,460	-19,073	3,613
Total Accounts Receivable	-15,460	-19,073	3,613
Other Current Assets			
Prepaid Expenses	6,092	5,978	114
Prepaid Insurance	74,487	78,703	-4,216
Taxation Refund Receivable	144	0	144
Total Other Current Assets	80,723	84,681	-3,958
Total Current Assets	457,709	227,989	229,720
TOTAL ASSETS	457,709	227,989	229,720
LIABILITIES			
Current Liabilities			
Accounts Payable			
Accounts Payable	7,039	14,777	-7,739
Total Accounts Payable	7,039	14,777	-7,739
Other Current Liabilities			
Accounts Payable Other			
General	2,284	1,782	502
Honorarium	2,500	2,500	0
Total Accounts Payable Other	4,784	4,282	502
Provision for Taxation	0	213	-213
Total Other Current Liabilities	4,784	4,495	289
Total Current Liabilities	11,823	19,272	-7,450
Long Term Liabilities			
Windows & Facade Upgrade Fund	229,863	0	229,863
Long Term Maintenance Fund	189,456	185,469	3,987
Total Long Term Liabilities	419,319	185,469	233,849
TOTAL LIABILITIES	431,141	204,741	226,400
NET ASSETS	26,568	23,247	3,321
EQUITY			
Opening Balance	23,247	-11,823	35,070
Net Income	3,321	35,070	-31,750
TOTAL EQUITY	26,568	23,247	3,321

Hume House Body Corporate No. 83149
Statement of Financial Position
As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Current Account (00)	64,198
Westpac Online Bonus Saver (26)	325,332
Westpac Savings Account (17)	2,916
Total Chequing/Savings	392,446
Accounts Receivable	
Accounts Receivable	-15,460
Total Accounts Receivable	-15,460
Other Current Assets	
Prepaid Expenses	6,092
Prepaid Insurance	74,487
Taxation Refund Receivable	144
Total Other Current Assets	80,723
Total Current Assets	457,709
TOTAL ASSETS	457,709
LIABILITIES	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,039
Total Accounts Payable	7,039
Other Current Liabilities	
Accounts Payable Other	
General	2,284
Honorarium	2,500
Total Accounts Payable Other	4,784
Total Other Current Liabilities	4,784
Total Current Liabilities	11,823
Long Term Liabilities	
Windows & Facade Upgrade Fund	229,863
Long Term Maintenance Fund	189,456
Total Long Term Liabilities	419,319
TOTAL LIABILITIES	431,141
NET ASSETS	26,568
EQUITY	
Opening Balance	23,247
Net Income	3,321
TOTAL EQUITY	26,568

10:43 AM

17/10/23

Hume House Body Corporate No. 83149
Accounts Receivable Balance Summary
Please note a (-) sign denotes levies paid in advance

	<u>Sep 30, 23</u>
21 SG & SM Waldron Family Trust	4,568.56
Wgtn Electricity Lines Ltd(mail invoice)	1,599.21
82 (E) Abdul Malik	690.00
08 Deong Bo Ding	543.36
25 L Yap	374.14
27 L Yap	148.13
33 B & M Pearson Family Trust	0.86
32 B & M Pearson Family Trust	0.56
31 B & M Pearson Family Trust	0.33
18 C Cresswell	-0.07
15 Srivasto & Margaret Parsad	-0.07
19 ROMA JAD Limited	-116.25
09 152 The Terrace Limited	-1,396.76
02 J Colenso & R Kim	-1,506.19
07 Malcom Hodge & Moana Meyer	-1,662.81
80 (G) KG Trust	-1,707.41
22 Mark Hashimoto (Email only)	-2,054.34
28 Suzanne Gabrielle Goodhue	-2,084.31
06 L Caudwell	-2,422.67
12 Hestia Family Trust	-2,513.54
34 Kuchit-Desjarlais Family Trust	-3,129.70
14 Will & Hyper Ltd	-4,791.00
TOTAL	<u>-15,459.97</u>

10:44 AM

17/10/23

Hume House Body Corporate No. 83149
Accounts Payable Balance Summary
As of September 30, 2023

	<u>Sep 30, 23</u>
Arthur Dolan Maintenance	103.50
Fire Compliance Services Ltd	234.31
Genesis Energy	642.13
Mainline Electrical (WN) Ltd	380.32
Morrison Kent	1,163.62
Otis Elevator Company Ltd	2,720.69
Waste Management NZ Ltd	1,104.14
Your Property Matters Ltd	690.00
TOTAL	<u>7,038.71</u>

10:45 AM
17/10/23
Accrual Basis

Hume House Body Corporate No. 83149

Variance Analysis

October 2022 through September 2023

	Oct 22 - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Body Corporate Levies	317,865	317,865	0	100%
Total Income	317,865	317,865	0	100%
Expense				
Bank Fees	0	50	-50	0%
BC - Facilities Management	21,038	20,433	606	103%
BC - Management	25,096	24,401	695	103%
Building Compliance/WOF	3,678	4,584	-906	80%
Building Wash/Window Clean	9,139	8,125	1,014	112%
Common Area Cleaning	11,286	12,000	-714	94%
Common Area Electricity	7,294	7,500	-206	97%
Fire Systems				
Contracts	5,464	4,439	1,025	123%
Repairs & Maintenance	11,311	5,400	5,911	209%
Total Fire Systems	16,775	9,839	6,936	170%
Health & Safety	840	800	40	105%
Honorarium	2,000	2,000	0	100%
Insurance	152,934	156,620	-3,686	98%
Insurance Valuation	0	1,300	-1,300	0%
Lift Maintenance Contract	13,969	12,408	1,561	113%
Lift Telephone	779	809	-30	96%
Long Term Maintenance Plan	0	1,125	-1,125	0%
Miscellaneous	0	52	-52	0%
Professional Services	1,164	3,000	-1,836	39%
Repairs & Maintenance				
R&M Graffiti	652	575	77	113%
R&M Lighting	5,816	2,813	3,004	207%
R&M Other	16,783	21,250	-4,467	79%
R&M Roof Repairs	1,646	2,625	-979	63%
Total Repairs & Maintenance	24,898	27,263	-2,365	91%
Rubbish Collection	11,857	11,557	300	103%
Security	256	1,250	-994	20%
Water Rates	17,226	12,750	4,476	135%
Total Expense	320,228	317,865	2,363	101%
Net Ordinary Income	-2,363	0	-2,363	100%
Other Income/Expense				
Other Income				
Trnsf from/(to) Window & Facade	-229,863	-229,863	0	100%
Special Levy Windows & Facade	300,000	300,000	0	100%
Long Term Maintenance				
LTM Levy	64,750	64,750	0	100%
Bank Interest	5,240	5,240	0	100%
Late Payment Penalties	904	904	0	100%
Total Long Term Maintenance	70,894	70,894	0	100%
Transfer from/(to) LTM Fund	-3,987	-3,987	0	100%
Prior Period Deficit Clawback	4,084	4,084	0	100%
Substation Lease	1,599	1,599	0	100%
Total Other Income	142,729	142,729	0	100%
Other Expense				
Window & Facade Upgrade Expense				
Cladding - Consultants	55,803	55,803	0	100%
Cladding - Contractors	14,335	14,335	0	100%
Total Window & Facade Upgrade Expense	70,137	70,137	0	100%
Long-Term Maintenance				
LTM - Roof Contractor	65,705	60,000	5,705	110%
Total Long-Term Maintenance	65,705	60,000	5,705	110%

10:45 AM
 17/10/23
 Accrual Basis

Hume House Body Corporate No. 83149
Variance Analysis
October 2022 through September 2023

	Oct 22 - Sep 23	Budget	\$ Over Budget	% of Budget
Income Tax Expense	1,203	1,203	0	100%
Total Other Expense	137,045	131,341	5,705	104%
Net Other Income	5,683	11,388	-5,705	50%
Net Income	3,321	11,388	-8,067	29%

HUME HOUSE BODY CORPORATE No. 83149

PROPOSED BUDGET

Effective from 1 January 2024 to 31 December 2024

	Proposed 2024		Approved 2023	Actual 2022-2023
	\$		\$	\$
Bank Fees	50	Estimate	50	-
BC - Facilities Management	22,400	\$5,349.38 pq+\$1k	20,960	21,038
BC - Management	26,700	\$6,122.56 pq+cpi +\$1k	24,990	25,096
Building Compliance/WOF	4,279	\$836.63 pq+WCC BWOF+IQP	4,279	3,678
Building Wash/Window Clean	9,000	One window wash, one building wash	8,000	9,139
Common Area Cleaning	12,000	\$916.55 pm + extra clean	12,000	11,286
Common Area Electricity	7,400	Estimate	7,500	7,294
Fire Systems				
Contracts	5,000	Estimate	4,500	5,464
Repairs & Maintenance	5,500	Estimate	5,500	11,311
Health & Safety	900	Evacuation plan	800	840
Honorarium	2,000		2,000	2,000
Insurance	186,210	2022-23 Actual,+25% estimate valuation increase	165,275	152,934
Insurance Valuation	-	Due Nov 2023	1,300	-
Lift Maintenance Contract	13,000	\$2,720.69 pq+\$2,000 R&M	12,500	13,969
Lift Telephone	825	\$68.54 pm	825	779
Long Term Maintenance Plan	-	Done 2022	-	-
Miscellaneous	-	Balancing	-	-
Professional Services	3,000		3,000	1,164
Repairs & Maintenance				
R&M Graffiti	600	Estimate	600	652
R&M Lighting	2,750	Estimate	2,750	5,816
R&M Other	20,000	Estimate	20,000	16,783
R&M Roof Repairs	2,500	Estimate	2,500	1,646
Rubbish Collection	13,750	\$1,104.14 pm+\$500 additional	12,370	11,857
Security	500	Swipe card sales+ retrivals of CCTV footage	1,000	256
Water Rates	15,000	Estimate	11,000	17,226
Sub Total	353,364		323,699	320,228
Long Term Maintenance Fund	63,000		63,000	
Total	416,364		386,699	

Note:

All figures are GST inclusive.

Change \$ 29,665

%age change 7.7%

HUME HOUSE BODY CORPORATE No. 83149

Proposed Body Corporate Levies
Effective from 1 January 2024 until further notice

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Annual Levy	Quarterly Levies from 01/01/24
									\$	\$
1	1682			AU72	6	1/6 AU41	6	1694	7,053.21	1,763.30
2	1546			AU71	6	1/6 AU41	6	1558	6,486.95	1,621.74
3	1427			AU70	6	1/6 AU41	6	1439	5,991.48	1,497.87
4	2025			AU69	6	1/6 AU41	6	2037	8,481.33	2,120.33
5	1951			AU68	6	1/6 AU41	6	1963	8,173.23	2,043.31
6	2212	AU56	282	AU67	6	1/6 AU41	6	2506	10,434.08	2,608.52
7	1708			AU78	6	1/6 AU42	6	1720	7,161.46	1,790.37
8	1568			AU77	6	1/6 AU42	6	1580	6,578.55	1,644.64
9	1448			AU76	6	1/6 AU42	6	1460	6,078.91	1,519.73
10	2057	AU40	339	AU75	6	1/6 AU42	6	2408	10,026.05	2,506.51
11	1982	AU50	339	AU74	6	1/6 AU42	6	2333	9,713.77	2,428.44
12	2249	AU48	339	AU73	6	1/6 AU42	6	2600	10,825.46	2,706.37
13	1733					1/6 AU43	6	1739	7,240.57	1,810.14
14	1591					1/6 AU43	6	1597	6,649.33	1,662.33
15	1468					1/6 AU43	6	1474	6,137.21	1,534.30
16	2089	AU57	282			1/6 AU43	6	2377	9,896.97	2,474.24
17	2012	AU58	396			1/6 AU43	6	2414	10,051.03	2,512.76
18	2283					1/6 AU43	6	2289	9,530.57	2,382.64
19	1759					1/6 AU44	6	1765	7,348.82	1,837.21
20	1613					1/6 AU44	6	1619	6,740.93	1,685.23
21	1489					1/6 AU44	6	1495	6,224.64	1,556.16
22	2119					1/6 AU44	6	2125	8,847.74	2,211.93
23	2042					1/6 AU44	6	2048	8,527.13	2,131.78
24	2318					1/6 AU44	6	2324	9,676.30	2,419.07
25	1784					1/6 AU45	6	1790	7,452.92	1,863.23
26	1635					1/6 AU45	6	1641	6,832.53	1,708.13
27	1509					1/6 AU45	6	1515	6,307.91	1,576.98
28	2150					1/6 AU45	6	2156	8,976.81	2,244.20
29	2072					1/6 AU45	6	2078	8,652.04	2,163.01
30	2353					1/6 AU45	6	2359	9,822.03	2,455.51
31	2505	AU59	396			1/4 AU46	6	2907	12,103.70	3,025.93
32	2022					1/4 AU46	6	2028	8,443.86	2,110.97
33	1983					1/4 AU46	6	1989	8,281.48	2,070.37
34	3034	AU60	396			1/4 AU46	6	3436	14,306.27	3,576.57
38	9067	AU39	6	AU53	396			9469	39,425.51	9,856.38
80(G)	2744			AU62	396	1/7AU87	6	3146	13,098.81	3,274.70
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	2723	11,337.59	2,834.40
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	3334	13,881.58	3,470.39
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	2867	11,937.16	2,984.29
84(C)	2493	AU63	396			1/7AU87	6	2895	12,053.74	3,013.43
85(B)	2930	AU61	396			1/7AU87	6	3332	13,873.25	3,468.31
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	3771	15,701.09	3,925.27
Totals:	92723		4866		2165		246	100000	416,364.00	104,091.00

HUME HOUSE BODY CORPORATE No. 83149
Long Term Maintenance Plan

Approved 2022 AGM

	Life	Age	Rem yrs	Estimated Current Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Years ending September	Yrs	Yrs	Yrs	Current Cost	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Building Exterior 1982	1964	1998												
1 Aluminium Joinery - HH	40	17	23	63,000										
2 Aluminium Joinery - Annex	40	33	7	98,000										
3 Garage Door - Mechanism	25	20	5	1,500										
4 Internal Gutters - Downpipes Annex	35	33	2	2,890										
5 Membrane - Annex to Windows	35	33	2	2,300										
6 Membrane - Annex to Windows	25	0	25	21,000										
7 Roof - Metal (HH)	35	33	2	22,400										
8 Roof - Metal (Annex)	35	33	2	14,080										
9 Roof - FC Shingles (Annex)	35	33	2	30,000										
10 Roof - Glazed Canopies	1	1	1	750										
11 Safety Anchors	30	17	13	18,000										
12 Skylights	90	51	39	396,900										
13 Steel Windows - Maintenance	10	3	7	106,245										
14 Walls Painting - HH	10	3	7	9,600										
15 Walls Painting - Annex	30	17	13	5,600										
16 Terraces - Tiles on Membrane	25	20	5	1,500										
17 Garage Door - Mechanism	10	10	0	35,000										
Building interior														
17 Ceilings, Walls - General	30	17	13	5,061										
18 Ceilings, Walls - Carpark	12	-	0	52,352										
19 Floor Coverings - Carpet	12	-	0	12,185										
20 Stairs - incl Nosings	30	1	29	6,000										
21 Floor - Tiles(entry int/ext)	30	17	13	3,750										
22 Floor Coverings - Timber	50	51	-1	9,555										
23 Floor Coverings - Vinyl	50	17	33	99,000										
24 Doors/Windows	20	20	0	840										
25 Stair Balustrades Metal	20	1	19	4,500										
26 Letter Boxes	30	25	5	987										
External works														
27 Carpark Markings	30	10	20	2,800										
28 Fencing	20	17	3	15,095										
Services														
29 Lighting - Common Areas	-	51	10	120,000										
30 Passenger Lifts (1964)	20	17	3	30,000										
31 HVAC / Mechanical	15	17	0	2,500										
32 Plumbing / Drainage	20	0	20	21,164										
33 Fire Alarm Panel	10	0	10	8,500										
34 Access Control/Intercom	20	16	4	8,000										
35 Security Cameras	30	17	13	30,000										
36 Entry Auto-doors Mechanisms	0	60,000	36,900	6,100	0	173,700	61,000	0	0	0	0	0	0	0
37 Ventilation/Extract	0	9,000	5,535	915	0	26,055	9,150	0	0	0	0	0	0	0
38 Seismic Upgrade - Stairs Strengthening	0	69,000	42,435	7,015	0	199,755	70,150	0	0	0	0	0	0	0
All values exclude GST														
Plus GST														
All values include GST														
LTMP - Opening Balance														
LTMP Annual Contribution														
SS Special Levy														
Transfer to SSP														
LTMP Expenditure														
LTMP - Closing Balance														

Note that when expenditure will occur outside the 10 year programme the current cost is allocated across the remaining life of the asset. BudgetG:\YPM Bodies Corporate\HH - 83149\Accounting\Reports AGMLTMP New 2022

Exclusion of Liability Statement

We have compiled the special purpose Financial Statements comprising Statement of Financial Performance, Statement of Movement in Equity, Statement of Financial Position and Notes to the Financial Statements of Hume House Body Corporate for the year ended 30 September 2023.

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied. A compilation does not involve the verification of that information.

A special purpose verification or a review or an audit of the Financial Statements has not been carried out. The Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability for negligence, to any other person.

Prepared by

Your Property Matters Ltd

Notes to the Financial Statements

1. Reporting Entity

These are the financial statements for Hume House Body Corporate. The body corporate is registered under the Unit Titles Act 2010 as 'Body Corporate No. 83149'.

2. Nature of the Business

The nature of the business is a Body Corporate.

3. Authorisation

The special purpose financial report was authorised for issue in accordance with the Chairperson's instructions.

4. Basis of Preparation

These financial statements have been prepared in accordance with Special Purpose Financial Reporting Framework for use by For-Profit Entities (SPFR for FPE's) issued by the Chartered Accountants Australia and New Zealand. They have been prepared for reporting the financial results to the proprietors as required by the Unit Titles Act 2010 and to assist the Body Corporate Committee assess its obligations to the Commissioner of Inland Revenue.

5. 2022/2023 Audit Opinion

These financial statements have not been subject to a special purpose verification or a review or an audit.

6. Directory

Body Corporate Manager:	Your Property Matters Ltd
Facilities Manager:	Your Property Matters Ltd
Banker:	Westpac Banking Corporation (Account No.: 03-0518-0210360-00)
Chairperson:	Saya Hashimoto

7. Statement of Accounting Policies

The following policies are used in the preparation of these Financial Statements

7.1 General Accounting Policies

- Unless otherwise stated the measurement base adopted is that of historic cost. This principle recognises that the entity will continue as a going concern.
- Accrual accounting is used to match revenues earned and expenses incurred.

7.2 Particular Accounting Policies

Income

Levy income is recognised in the year in which it is levied.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Income from Special Levies and Long Term Maintenance Levies is recognised in the year in which the funds are spent on its designated purpose, or if unspent transferred to a Provision account.

Income Tax

Income tax is accounted for using the taxes payable method. The income tax expense in the Statement of Financial Performance represents the estimated current obligation payable to Inland Revenue.

Accounts Receivable

Accounts receivables are stated at expected realisable value.

Goods and Services Tax (GST)

As the Body Corporate is not registered for GST the Financial Statements have been prepared on a GST inclusive basis.

Provisions

Provisions for Special Levies and Long Term Maintenance are recognised when levies are collected in advance of incurring expenditure.

Changes in Accounting Policies

There have been no changes in accounting policies. All accounting policies have been applied consistently throughout the year.

8.1 Income Tax Expense

	2023	2022
	\$	\$
Interest Received	5,240	624
Substation Rental	1,599	1,599
Add/(Less)		
Administration Expenses and other income	(2,543)	(2,223)
Net Taxable Income	4,296	-
Income Tax Expense at 28%	1,203	-

8.2 Income Tax Payable/(Receivable)

	2023	2022
	\$	\$
Balance at the Beginning of the year	213	445
<i>Add/(Less)</i>		
Tax Provision	1,203	-
RWT Paid	(1,572)	(187)
Taxation (Paid)	(75)	(45)
Taxation Refund Received	87	-
Taxation Payable/(Receivable)	<u>(\$144)</u>	<u>\$213</u>

9 Long Term Maintenance Provision

Provision is made in the Financial Statements to meet the requirement of the Long Term Maintenance Plan of the Body Corporate as required under the Unit Titles Act 2010.

10 Related Party Transactions

The Body Corporate charges annual and special levies to its unit owners in line with the approved budgets set at the Annual or Extraordinary General Meetings. There are no Related Party loans.

11 Explanatory Notes

See financial commentary.

Hume House - Window and Facade Upgrade Project											
Breakdown of preliminary options											
Special levy approved at EGM 29-Mar-2023	\$300,000						Original estimate incl GST	\$2,682,895	Avg construction cost increase per qtr- <small>(Source: NZ Cordell Construction Cost Index)</small>	1.29%	
Total spent up to 30-Sep-2023	\$70,137										
Remaining levy to spend	\$229,863										
Preliminary options	Incl Annex (MOTT+ #B-F)	Incl Penthouse (#31-34)	Incl Fire Compliance	Estimate (incl GST)	Savings vs Full Scope	% Savings	Difference vs original est.	% Diff	Median Cost per Unit	Est Cost if deferred 5yrs	Est Cost if deferred 10yrs
Option 1 (Full Scope)	Y	Y	Y	\$4,658,289	\$0	0%	\$1,975,394	74%	\$97,894	\$6,173,968	\$8,081,237
Option 2 (Ex Penthouse only)	Y		Y	\$4,413,091	\$245,198	5%	\$1,730,196	64%	\$92,741	\$5,857,057	\$7,671,639
Option 3 (Ex Annex)		Y	Y	\$4,011,578	\$646,711	14%	\$1,328,683	50%	\$84,303	\$5,338,113	\$7,000,920
Option 4 (Ex Annex & Penthouse)			Y	\$3,766,380	\$891,909	19%	\$1,083,485	40%	\$79,150	\$5,021,202	\$6,591,322
Notes:											
- This worksheet was prepared by the committee using the information it has received to date and has not been reviewed by YPM or Proviso. All figures are based on preliminary estimates from the architect and subject to change prior to the AGM as the committee is still awaiting final estimates from multiple vendors.											
- The Original Estimate is the figure for project scope as voted at the EGM on 29th March 2023.											
- The figures in Options 1-4 all include fire safety compliance works required to obtain building consent. This cost is estimated at up to \$634,300 incl GST.											
- The figures in Options 1-4 all exclude ongoing project management costs by Proviso. While we do not yet have an estimate for this cost, the committee recommends setting aside the remaining balance of the original special levy fund to cover it, putting any left-over surplus or deficit towards the final project cost.											
- It was suggested that contractors could use the internal lifts instead of attaching an external lift to the scaffolding. This option is not being considered by the committee at this time due to the risk of affecting our lift's condition and additional disruption to residents, however we can revisit the option later. Potential savings would be up to \$158,488 incl GST applicable to all options 1-4.											
- The replacement of ceiling tiles in the Annex that have tested positive for asbestos is recommended by the committee should we proceed with including the Annex in scope, however there is a chance of skipping this depending on the contractor and the feasibility of a workaround system. The estimated cost of this replacement is \$122,607 incl GST, which has been included in the figures for options 1 and 2.											
- Deferring the project is possible but cost-prohibitive: construction costs are on average increasing at a higher rate than CPI, and the committee anticipates additional body corporate expenditure on repairs for window and water ingress problems given the building's current condition. The estimated costs if we defer the project are based on the committee's best guesses when considering these points.											

152 THE TERRACE: HUME HOUSE WEATHERTIGHTNESS PROJECT

STATUS UPDATE

21 SEPTEMBER 2023



1. PROJECT PROGRESS

This report has been compiled to provide the Hume House body corporate with an update on the weathertightness project progress, as we have reached the following milestones:

- Completion of Preliminary design.
- Liaised with Wellington City Council to avoid a requirement for resource consent.
- Undertaken an updated estimate of the preliminary design package.
- Obtained expressions of interest from potential Main Contractors.
- Compiled a draft ECI tender for consideration.

2. DESIGN PROCESS & PROGRAMME

We have outlined an updated indicative programme based on the development of the Preliminary design package. We will develop a detailed programme for review and agreement following engagement of a preferred main contractor.

152 THE TERRACE, HUME HOUSE: WEATHERTIGHTNESS PROJECT - DRAFT PLANNING SCHEDULE

PROGRAMME	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
SCOPE AGREEMENT																
DESIGN																
DEVELOPED DESIGN																
DETAILED DESIGN																
BUILDING CONSENT																
PROCUREMENT																
ECI TENDER																
SUB TRADE PRICING																
MAIN CONTRACT																
DEFECTS																
CLOSE OUT																

It is noted that the construction timeframe is dependent on the methodology presented by the successful main contractor so is subject to change from the timeframes listed.

3. BUDGET & COST

Rawlinson completed an initial ROC estimate of project cost, which was presented to the Body Corporate in 2022. We have since completed a series of building inspections which have informed the scope for the Preliminary design package. An updated cost estimates has now been produced based on this design. We noted that the price for a comparable solution to the ROC is in excess of the original estimate.

The drivers for the cost increase are outlined below:

Scope changes

1. Condition of the building has progressed since the Goleman Report:

The original ROC was based on a report the body corporate commissioned from Goleman in November 2020, it did not reflect the current condition or correctly document a suitable repair strategy.

2. Structural inspection & façade repair system:

A high-level physical inspection was commissioned and completed by Interact and Clendon Burns to outline the current condition of the façade and windows. This informed the proposed flexible facade render system, which has advanced from the simple crack repair and paint solution noted in the historic Goleman report. There was evidence onsite to show that the façade had cracked along movement joints, which presents a weakness in the façade. If not addressed appropriately these types of cracks will likely continue to crack, providing ongoing damage and risk of water ingress. The flexible render façade system is recommended as it allows for movement in the building, which provides greater protection from cracking and water ingress. This recommendation is in the vicinity of an additional \$400,000.

3. Fire and accessibility non-compliance:

The fire inspection noted a series of fire non compliances, which are required to be remedied as part of the building consent process, to allow for the remaining scope of work to be undertaken. This was unforeseen and has contributed to increased cost of over \$500,000, which is predominantly attributed to the requirement to install a sprinkler system within the annex. This is currently the largest cost increase to the project.

4. The annex asbestos roofing tiles:

We have been advised that the roofing tiles on the annex have tested positive for asbestos. The tiles will be disrupted if the windows within the roof of the annex are to be replaced. On that basis we would recommend that if the body corporate would like to proceed with the window replacement in this area, it would make sense to remove and replace the tiles at the same time. If not, we suggest the body corporate looks to put a management system in place to ensure the asbestos remains in place but is not disturbed by any future activities associated with the buildings use.

5. Scaffolding lift and platforms:

This solution has been proposed, after discussions with the window manufacturers and installers. It provides a simple and non-invasive way to get the windows to the upper floors, minimising risk of damage. This is an option that could be value engineered out, if the body corporate were open to sub-contractors using the existing access from the car park area, and then using the internal lifts. This would involve disruption to the use of the lifts during business hours but can be investigated.

Market cost increases

1. **Scaffolding:**

While the scope of the scaffolding predicted for the project has not increased, the quantity surveyors have seen a large amount of volatility in the market, which is driven by supply and demand. We are looking to refine the risk associated with the scaffolding by asking the main contractors who are tendering to provide us with rates for scaffolding.

Given the increase in costs, we have outlined the below 3 options with price comparisons for consideration to agree a project scope:

1. Full scope

- Façade repair and window replacement for the annex, tower, and penthouses (Level 8). Allows for flexible façade render system in lieu of paint.
- Fire and accessibility upgrade to meet code requirements.
- Removal of the annex asbestos roofing tiles and replacement to allow for safe replacement of the windows.
- Excludes southern façade and windows, due to resource consent trigger.

2. Exclusion of the annex

- Façade repair and window replacement for the tower and penthouses (Level 8). Allows for flexible façade render system, in lieu of paint.
- Fire and accessibility upgrade to meet code requirements.
- Excludes southern façade and windows, due to resource consent trigger.

3. Exclusion of the annex & Penthouses

- Façade repair and window replacement for the tower only. Allows for flexible façade render system, in lieu of paint.
- Fire and accessibility upgrade to meet code requirements.
- Excludes southern façade and windows, due to resource consent trigger.

	Original ROC	Full scope	Annex excl	MOTT & Penthouse excl
MOTT	✓	✓	✗	✗
Penthouse	✓	✓	✓	✗
Tower	✓	✓	✓	✓
Flexible façade render	✗	✓	✓	✓
Scaffolding lift	✗	✓	✓	✓
Fire compliance	✗	✓	✓	✓
MOTT Asbestos removal	✗	✓	✗	✗
	\$ 2,332,952.00	\$ 4,050,686.00	\$ 3,488,328.00	\$ 3,275,113.00

Value engineering:

- ***Reuse of ceiling tiles post sprinklers installation:***

The ceiling tiles are in a range of different conditions. We generally recommend replacement while they are being disrupted for the sprinkler installation. They can however be removed, surveyed and reinstalled in a manner where tiles of similar conditions are grouped together and used in areas that are not as visible – such as corridors etc.

- ***Reuse of part of the ceiling grid:***

A large part of the ceiling grid that holds the ceiling tiles will need to be removed to install the sprinklers. We can request that the installer attempts to work around the grid where possible and keeps it in place. This is contingent on the installer and what is physically possible onsite. Could the Body Corporate please advise if they have an incumbent fire service agent that maintains the current systems onsite. We will discuss this proposal with them to see if it has merit.

- ***Reuse of lights in the annex post sprinkler installation:***

The light fitting within the ceiling will also need to be disconnected and removed to install the sprinkler system. We can work with the electrician to see if they are able to reinstall the old fittings, rather than provide new ones. This will be contingent on their assessment of the safety of reuse, and no warranties will be able to be provided.

- ***Use of internal stairwells and lifts:***

We could request that the Main Contractor uses the internal stairwells and lifts to transport materials and equipment to each floor, opposed to using an external lift attached to the scaffolding. It would compromise the use of these amenities for the building users and may impact efficiency onsite.

Contingent on the suitability of any of these options, they could offer between \$50,000 - \$250,000 worth of savings.

4. ECI TENDER

We have had four main contractors that have provided expressions of interest in being involved in the tender for the project. It is proposed that we issue an ECI tender to all four contractors, that requests P&G and margin, as well as providing rates for price sensitive trades such as scaffolding.

We would also recommend that the ECI tender is issued as soon as possible, so we can price test our estimates and cost saving assumptions. We would also like to work with the preferred tenderer to investigate further cost saving options.

We note phase one of the ECI tender process involves the preferred tenderer work with us through to the completion of design, with the intent, but no commitment, of engaging them for phase two. If the updated estimate compiled at the end of the design period, in consultation with the preferred main contractor is not acceptable, we are not required to progress to phase two.

Phase two requires them to competitively tender all the sub trades that are not nominated, so we maintain cost pressure throughout.

A draft tender pack is attached for review and comment. If acceptable we propose this is issued next week. We suggest the process is completed in the 4-week period with a recommendation for a preferred tender provided on conclusion.

5. RECOMMENDATION

We note that a lot of cost risk sits with the annex in many of the cost options, and that a smaller percentage of the Body Corporate will experience the benefit of this investment. We would recommend reducing this cost risk by reducing the scope of the project in that area.

If we circle back to the main driver of the project it was the façade damage to the tower, that was in many cases being caused by the interface with the windows. We can still achieve this, for a cost that is comparable to the original ROC but reducing the scope of the project back to the tower. Unfortunately, we are required to remedy the fire compliance issues, most of which sit in the annex. We would otherwise recommend no other works are completed in this part of the building if they can be avoided.

We request that the body corporation reviews the options for the project scope and corresponding estimate costs and provides confirmation on how they wish to proceed. We also recommend the ECI tender is issued in parallel to the project scope review, which will help refine the cost estimate based on market feedback.

Should you have any queries or require further information, please do not hesitate to contact the undersigned.

Regards,



Tarin Walker
PROVISIO PROJECTS LIMITED
Senior Project Manager
+64 21 0707 972

tarin@projectmgmt.co.nz

HUME HOUSE BODY CORPORATE No. 83149
Proposed Special Levy Windows & Façade Upgrade Project
 Payable 01/03/2024

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Spec Levy Option 1	Spec Levy Option 2	Spec Levy Option 3	Spec Levy Option 4
1	1682									1684	79,618.00	74,536.00	67,760.00	\$
2	1546			AU72	6	1/6 AU41	6	1/6 AU41	6	1558	73,226.00	68,552.00	62,320.00	64,372.00
3	1427			AU71	6	1/6 AU41	6	1/6 AU41	6	1439	67,633.00	63,316.00	57,560.00	59,204.00
4	2025			AU69	6	1/6 AU41	6	1/6 AU41	6	2037	95,739.00	89,628.00	81,480.00	54,682.00
5	1951			AU68	6	1/6 AU41	6	1/6 AU41	6	1963	92,261.00	86,372.00	78,520.00	77,406.00
6	2212	AU56	282	AU67	6	1/6 AU41	6	1/6 AU41	6	2506	117,782.00	110,264.00	100,240.00	95,228.00
7	1708			AU78	6	1/6 AU42	6	1/6 AU42	6	1720	80,840.00	75,680.00	68,800.00	65,360.00
8	1568			AU77	6	1/6 AU42	6	1/6 AU42	6	1580	74,260.00	69,520.00	63,200.00	60,040.00
9	1448			AU76	6	1/6 AU42	6	1/6 AU42	6	1460	68,620.00	64,240.00	58,400.00	55,480.00
10	2057	AU40	339	AU75	6	1/6 AU42	6	1/6 AU42	6	2408	113,176.00	105,952.00	96,320.00	91,504.00
11	1982	AU50	339	AU74	6	1/6 AU42	6	1/6 AU42	6	2333	109,651.00	102,652.00	93,320.00	88,654.00
12	2249	AU48	339	AU73	6	1/6 AU42	6	1/6 AU42	6	2600	122,200.00	114,400.00	104,000.00	98,800.00
13	1733				6	1/6 AU43	6	1/6 AU43	6	1739	81,733.00	76,516.00	69,560.00	66,082.00
14	1591				6	1/6 AU43	6	1/6 AU43	6	1597	75,059.00	70,268.00	63,880.00	60,686.00
15	1468				6	1/6 AU43	6	1/6 AU43	6	1474	69,278.00	64,856.00	58,960.00	56,012.00
16	2089	AU57	282		6	1/6 AU43	6	1/6 AU43	6	2377	111,719.00	104,588.00	95,080.00	90,326.00
17	2012	AU58	396		6	1/6 AU43	6	1/6 AU43	6	2414	113,458.00	106,216.00	96,560.00	91,732.00
18	2283				6	1/6 AU43	6	1/6 AU43	6	2289	107,583.00	100,716.00	91,560.00	86,982.00
19	1759				6	1/6 AU44	6	1/6 AU44	6	1765	82,955.00	77,660.00	70,600.00	67,070.00
20	1613				6	1/6 AU44	6	1/6 AU44	6	1619	76,093.00	71,236.00	64,760.00	61,522.00
21	1489				6	1/6 AU44	6	1/6 AU44	6	1495	70,265.00	65,780.00	59,800.00	56,810.00
22	2119				6	1/6 AU44	6	1/6 AU44	6	2125	99,875.00	93,500.00	85,000.00	80,750.00
23	2042				6	1/6 AU44	6	1/6 AU44	6	2048	96,256.00	90,112.00	81,920.00	77,824.00
24	2318				6	1/6 AU44	6	1/6 AU44	6	2324	108,228.00	102,256.00	92,960.00	88,312.00
25	1784				6	1/6 AU45	6	1/6 AU45	6	1790	84,130.00	78,760.00	71,600.00	68,020.00
26	1635				6	1/6 AU45	6	1/6 AU45	6	1641	77,127.00	72,204.00	65,940.00	62,358.00
27	1509				6	1/6 AU45	6	1/6 AU45	6	1515	71,205.00	66,660.00	60,600.00	57,570.00
28	2150				6	1/6 AU45	6	1/6 AU45	6	2156	101,332.00	94,864.00	86,240.00	81,928.00
29	2072				6	1/6 AU45	6	1/6 AU45	6	2078	97,666.00	91,432.00	83,120.00	78,964.00
30	2353				6	1/6 AU45	6	1/6 AU45	6	2359	110,873.00	103,796.00	94,360.00	88,642.00
31	2505	AU59	396		6	1/4 AU46	6	1/4 AU46	6	2907	136,629.00	127,908.00	116,280.00	110,466.00
32	2022				6	1/4 AU46	6	1/4 AU46	6	2028	95,316.00	89,232.00	81,120.00	77,064.00
33	1983				6	1/4 AU46	6	1/4 AU46	6	1989	93,483.00	87,516.00	79,560.00	75,582.00
34	3034	AU60	396		6	1/4 AU46	6	1/4 AU46	6	3436	161,492.00	151,184.00	137,440.00	130,568.00
38	9067	AU39	6	AU53	396					9469	445,043.00	416,636.00	378,760.00	359,822.00
80(G)	2744			AU62	396	1/7AU87	6	1/7AU87	6	3146	147,862.00	138,424.00	125,840.00	119,548.00
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	1/7AU87	6	2723	127,981.00	119,812.00	108,920.00	103,474.00
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	1/7AU87	6	3334	156,696.00	146,696.00	133,360.00	126,692.00
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	1/7AU87	6	2867	134,749.00	126,148.00	114,680.00	108,946.00
84(C)	2493	AU63	396		6	1/7AU87	6	1/7AU87	6	2895	136,065.00	127,380.00	115,800.00	110,010.00
85(B)	2930	AU61	396		6	1/7AU87	6	1/7AU87	6	3332	156,604.00	146,608.00	133,280.00	126,616.00
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	1/7AU87	6	3771	177,237.00	165,924.00	150,840.00	143,298.00
Totals:	92723		4866		2165		246		100000		4,700,000.00	4,400,000.00	4,000,000.00	3,800,000.00

Check

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: charlene@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: