

COMMITTEE MEETING MINUTES

CAPRI BODY CORPORATE S86277

Held on: Wednesday 26 March 2025

At: Quay Property Management Limited, Level 5 Harrington House, Harrington Street, Tauranga

Meeting Opened At: 10.00 am

1. PRESENT

Michael Barnett (Chairperson), Ted Ebbing, Dave Harkness, Ashleigh & Lyndon Pendy (Managers) and David Shea (Body Corporate Administrator).

Via Zoom: James Wickham

2. APOLOGIES

Karleen Hammond and Diane Ritchie

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

There are no new conflicts of interest.

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 12 November 2024 had been distributed to all owners following the meeting.

Moved: That minutes of the Committee Meeting held 12 November 2024 are a true and correct record of that meeting.

*Michael Barnett / Ted Ebbing
Carried*

6. MATTERS ARISING

Nil

7. ROLE OF QUAY PROPERTY MANAGEMENT LIMITED

There was a query as to Quay Property Management Limited's role being both advisory as well as administrative. David Shea suggested that while Quay Property Management Limited's role is primarily administrative this can be expanded to give advice on Body Corporate matters if asked (within their area of technical expertise). It was agreed as a starting point if there is a query on any relative matter that Quay Property Management Limited will consider and recommend a direction for the Committee.

Lyndon queried the process for assessing where costs lie for different issues – it was agreed that in the first instance any such query be directed to Quay in the first instance.

8. MANAGERS REPORT

Copy attached.

- Apartment 9

Confirmed this has mostly been resolved and a fan is going in shortly.

- Apartment 30

There had been an expectation of the owner that the Managers have obligations to mitigate the risk of damage due to mould damp etc. It was suggested and agreed however that any such notification should be limited to notify owners of any issue only if discovered rather than be obliged to monitor units to the extent of always being aware of their condition. The issue at hand is around the cost to deal with damage caused by condensation which is not considered a Body Corporate issue – this is between the Managers and the owner. The Managers were asked to advise the eventual outcome.

Noted that the Body Corporate has paid the invoice to repair in good faith with a view to recover from the owner.

- Joinery

Quotes had been tabled to restore the colour at \$41,000.00 plus GST and \$52,000.00 plus GST.

There was discussion on the options to cover the cost - either include in the Long-Term Maintenance Plan or as a one-off levy? Given the joinery all requires restoring it is a Body Corporate cost rather than to individual owners. Now pricing is available it was suggested that this can put in the long term maintenance plan. It was agreed now pitting of the aluminium surface has started there is the need to get this dealt with promptly. It was recommended to add to the plan with priority – all agreed.

- Wifi

It was suggested and agreed this is simply not good enough – the current broadband is not good due to the concrete construction. An early opportunity to roll out Ultra-Fast Broadband was missed given not enough individual Owners had arranged for connection at the time. It was suggested to let individual apartments decide if they want to provide this.

The general expectation is to have Wifi available to meet the market noting that Capri markets itself as a building with Wifi available. The Managers are to obtain quotes to consider utilising the existing partially wired fibre into some parts of the buildings and the existing copper wire into units.

It was suggested that this be Body Corporate driven for the benefit of all Owners.

- Security

Confirmed that a new pool camera is in place to monitor pool behaviour.

- Website

The Managers advised they are upgrading this.

9. FINANCIAL YEAR TO DATE

This report had been prepared by Quay Property Management Limited and circulated to the Committee prior to the meeting.

The report was discussed and agreed overall there are good results.

Moved: That the financial year to date report be accepted as tabled.

*Michael Barnett / Ted Ebbing
Carried*

10. LONG-TERM MAINTENANCE PLAN

David Shea was asked to open discussion and summarise the purpose of and how to comply with requirements set out in The Unit Titles Act. A draft plan had been prepared by Solutions in Engineering and forwarded to the Committee for review.

- Michael suggested options to smooth the cost of annual contributions by removing items or shifting the timing where possible.
- It was agreed that the Managers review the plan together with committee to also make recommendations after review and to add the cost of the aluminium joinery renovation.
- It was agreed to remove the cost to replace the intercom system (some \$50,000) given cell phone option and rather than replace both the high use lift and the low use lift at the same time that only the high use one is replaced in the shorter term and the other at an appropriate later time. The Managers to get advice on this from the Lift Contractor and also ask about high end refurbishment rather than full replacement. These two items alone will have a significant effect on annual contributions to the long-term maintenance fund. Managers are to lead and guide on this.

- Ted suggested to mitigate the risk of flooding, should the pumps be upgraded in order to deal with heavy rain events? It was also noted a service is required – the Managers to get advice on this and any costings.

11. CORRESPONDENCE

- Request to keep cat – PU10
It was agreed that this could be seen as a precedent if allowed and that given Capri is predominantly short-term accommodation it would be difficult to control. Accordingly, permission is not given - this reinforces the existing rule that no pets are allowed. The Managers were asked to the owners know in writing.
- Window Tinting
James raised the issue of tinting again that had been pushed back on earlier. He suggested that any concerns around visual effects could be mitigated by control over the type of tinting given the options now available to limit the degree (of tinting). It was suggested and agreed that the Managers are to look at options around this and come back to the Committee.

12. MEETING DATES

- AGM
It was suggested that since Covid that the AGM date has drifted to late in the financial year. Accordingly, it was suggested the date be brought forward. It was agreed to bring back to July and amend the due date for payment of quarterly invoices to the 20th.
- Committee
It was agreed the next committee meeting be held early July with the AGM in late July (Quay to confirm both dates).

13. CLOSURE

The meeting closed at approximately 11.17 am.

NOTICE OF COMMITTEE MEETING

CAPRI BODY CORPORATE S86277

Date: Wednesday 26 March 2025

Time: 10.00 am

Venue: Quay Property Management Limited, Level 5 Harrington House, 34 Harrington Street, Tauranga

Agenda Items

1. Attending
2. Apologies
3. Quorum
4. Declared Conflicts of Interest
5. Minutes of last meeting
 - a) 12 November 2024
6. Matters arising
7. Role of Quay Property Management Limited
 - a) Discussion the recent issues and reports and what expectations should be of Quay – for example, the Safety Report, should Quay have read the report and made recommendations on what was relevant and required action versus what was to be noted – also the recent resident claim – rather than everyone having an opinion should Quay have advised what our liability was legally?
8. Manager's Report | Issues Arising
9. Financial Year to Date
10. Long-Term Maintenance Plan – 30 Year Plan Review
11. Correspondence
 - a) PU10 – Cat Request from tenant
12. General Business
13. Next Meeting

COMMITTEE MEETING MINUTES

CAPRI BODY CORPORATE S86277

Held on: Wednesday 12 November 2024
At: Mount Ocean Sports Club, Salisbury Wharf, Cnr Salisbury Avenue & The Mall, Pilot Bay, Mount Maunganui
Meeting Opened At: 2.15 pm (*prior to AGM*)

1. PRESENT

Michael Barnett (Chairperson), Karleen Hammond, Dave Harkness, Diane Ritchie, Ashleigh & Lyndon Pandy (Managers) and David Shea (Body Corporate Administrator).

2. APOLOGIES

Ted Ebbing

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

The Chair referred to last meeting noting the conflict of interest relating to the Dave Harkness and the decks which are going to be further discussed at this meeting and the AGM.

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 18 September 2024 had been distributed to all owners following the meeting.

Moved: That **subject to amendments discussed** the minutes of the Committee Meeting held 18 September 2024 are a true and correct record of that meeting.

*Michael Barnett / Dave Harkness
Carried*

6. MATTERS ARISING

- (a) Dave Harkness asked if reference could be made in all documents to him as Dave Harkness (rather than David) including email his email address. He had advised Quay of the corrected email earlier however had not received some notices.
- (b) Dave also advised that his legal advice is that there is no rule preventing pot plants on decks under the Act, operational rules and High Court decisions. Furthermore, if the Body Corporate does amend the rules to prevent pot plants on decks that would be ultra vires (or unenforceable). The Court has determined that a Body Corporate is unable to pass any new rule more onerous than an existing rule. This should have been recorded in the minutes.
- (c) It was agreed to record the amendments:
- there is nothing in the rules that prevents owners from having pot plants on their decks;
 - if its a rule, then it's in the rules, and if it's not in the rules then it's not enforceable;
 - no owner or even the committee can arbitrarily change the rules;
 - under section 79(d) of the UTA all owners are entitled to quiet enjoyment of their units without interruption by other unit owners, occupiers or the body corp or it's agents;
 - the High Court decision NZHC 1118 from 2 July 2010 says that rule changes are ultra vires if they are more onerous than the existing rules.

7. LEGAL ADVICE

It was confirmed legal advice has been received the BC Lawyer around amending the operational rules to include clarifying items on decks and Airbnb letting. Dave was concerned that the rule proposed changes should have been advised to the committee ahead of the AGM. It is the Chairs view however that this follows recommendations from the Lawyer which is now on the table for today's AGM for all to consider and accordingly he is happy with the procedure. The Chair is comfortable moving the resolution and will ask for a s seconder.

8. HOT WATER CYLINDERS

Dave Harkness advised the Manager had advised him that replacement of the cylinders was mandatory however Dave's view is that it does not comply with two areas of the law. Michael Barnett stated that insurance would be at risk if there is a risk of ongoing leaks, so accordingly the recommendation had been to replace in order to mitigate further damage and insurability issues.

Dave Harkness suggested the committee should consider this protocol going forward but the Chair suggested the hot water cylinder issue is past and the Committee should now move on.

9. LONG-TERM MAINTENANCE PLAN

Michael Barnett suggested this is a big item that needs to be focussed on overcoming months with input from committee/managers.

10. JOINERY

Lyndon is to follow up on joinery cost/roof scope and costs for inclusion in the plan.

11. INTERNET

There has been a change in the wireless internet provider and Lyndon is to check all units to ensure connectivity. This is quite simple to reset if connection is lost.

12. SALE OF MANAGEMENT RIGHTS

It was confirmed the new managers are in situ and the new Managers are Ashleigh and Lyndon Pendy.

13. AGM REVIEW

- The most critical matter coming up at the AGM is the Long-Term Maintenance Plan.
- Michael Barnett wondered if some items on the plan should not be there i.e. access systems replacement at considerable costs given there is an alternative to communicate by cell phone? He suggested there is a need to put a microscope on significant costs to ensure the cost is accurate and also wondered if contributions be smoothed out over the coming years.
- The matter of Air BnB use is also to be considered. This is intended to better manage any possible issues that may arise from this kind of use.
- Pot Plants – also up for discussion – current rules are not adequate and there is a need to protect the best look and feel of the complex for all.
- Dave suggested that all resolutions will need a mover and seconder. This was agreed.

14. GENERAL BUSINESS

Nil

15. CLOSURE

The meeting closed at approximately 2.50 pm.

Quay Property

Level 5 Harrington House
Cnr Harrington St and Willow St
P.O. Box 256
Tauranga 314007 578 9182
www.quayproperty.co.nzStatement of Financial Position
As at 28/02/2025

Capri BC86277

Capri, 5 The Mall, Mount Maunganui Mount
Maunganui 3116

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	30,259.54
Owners Equity--Admin	48,714.29
	<u>78,973.83</u>
LTMF Fund	
Operating Surplus/Deficit--LTMF	8,666.19
Owners Equity--LTMF	107,552.85
	<u>116,219.04</u>
Net owners' funds	<u>\$195,192.87</u>
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Operational	69,562.47
Plant & Equipment--Accum Depreciation	(3,955.63)
Plant & Equipment--At Cost	4,019.95
Receivable--Levies--Admin	1,121.52
	<u>70,748.31</u>
LTMF Fund	
Cash at Bank--LTMF	(8,092.99)
Investments--LTMF	140,633.12
Investments 2--LTMF	8.91
	<u>132,549.04</u>
Unallocated Money	<u>0.00</u>
Total assets	<u>203,297.35</u>
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	(8,775.83)
Creditors--Other--Admin	550.31
	<u>(8,225.52)</u>
LTMF Fund	
Prepaid Levies (Special)--LTMF	16,330.00
	<u>16,330.00</u>
Unallocated Money	<u>0.00</u>
Total liabilities	<u>8,104.48</u>
Net assets	<u>\$195,192.87</u>

Quay Property

Level 5 Harrington House
Cnr Harrington St and Willow St
P.O. Box 256
Tauranga 314007 578 9182
www.quayproperty.co.nz

Statement of Financial Performance

for the financial year-to-date

01/04/2024 to 28/02/2025



Capri BC86277

Capri, 5 The Mall, Mount Maunganui Mount
Maunganui 3116

Administrative Fund

	Current period 01/04/2024-28/02/2025	Annual budget 01/04/2024-31/03/2025	Variance (\$)
Revenue			
Dividend - TECT Rebate	750.00	0.00	750.00
Levies Due--Admin	171,057.74	171,058.00	(0.26)
Total revenue	171,807.74	171,058.00	749.74
Less expenses			
Admin--Accounting	3,905.00	1,500.00	2,405.00
Admin--Agent Disbursements	1,394.87	1,500.00	(105.13)
Admin--Bank Charges	77.00	84.00	(7.00)
Admin--BC Administration Fees--Standard	9,849.38	10,854.00	(1,004.62)
Admin--Contract Building Manager	24,170.19	26,367.00	(2,196.81)
Admin--Health & Safety	440.00	500.00	(60.00)
Admin--Sky TV	21,788.18	25,000.00	(3,211.82)
Insurance--Premiums	32,662.83	32,753.00	(90.17)
Insurance--Valuation	0.00	1,300.00	(1,300.00)
Maint Bldg--Cleaning	5,219.60	10,000.00	(4,780.40)
Maint Bldg--Cleaning--Car Park	810.00	1,300.00	(490.00)
Maint Bldg--Compliance	106.83	500.00	(393.17)
Maint Bldg--Electrical	2,326.80	3,000.00	(673.20)
Maint Bldg--Fire Protection	5,440.61	4,000.00	1,440.61
Maint Bldg--General Repairs	13,727.67	10,000.00	3,727.67
Maint Bldg--Lift	2,342.45	3,000.00	(657.55)
Maint Bldg--Plumbing & Drainage	0.00	500.00	(500.00)
Maint Bldg--Security Guard/Patrol	0.00	500.00	(500.00)
Maint Grounds--Lawns & Gardening	2,398.62	3,000.00	(601.38)
Maint Grounds--Pool	6,511.18	12,000.00	(5,488.82)
Maint Grounds--Pool Heating	411.93	1,500.00	(1,088.07)
Maint Grounds--Pool Repairs	219.59	10,000.00	(9,780.41)
Utility--Electricity	1,800.35	2,900.00	(1,099.65)
Utility--Water Rates	5,945.12	9,000.00	(3,054.88)
Total expenses	141,548.20	171,058.00	(29,509.80)
Surplus/Deficit	30,259.54	0.00	30,259.54
Opening balance	48,714.29	48,714.29	0.00
Closing balance	\$78,973.83	\$48,714.29	\$30,259.54

Capri BC86277

Capri, 5 The Mall, Mount Maunganui Mount
Maunganui 3116

LTMF Fund

	Current period 01/04/2024-28/02/2025	Annual budget 01/04/2024-31/03/2025	Variance (\$)
Revenue			
Interest on Investments--LTMF	1,616.77	0.00	1,616.77
Levies Due--LTMF	24,000.00	64,000.00	(40,000.00)
Total revenue	25,616.77	64,000.00	(38,383.23)
Less expenses			
Admin--Other Expenses--LTMF	2,100.00	0.00	2,100.00
Admin--WHT on interest--LTMF	44.58	0.00	44.58
Maint Bldg--Painting & Surface Finishes	14,806.00	0.00	14,806.00
Total expenses	16,950.58	0.00	16,950.58
Surplus/Deficit	8,666.19	64,000.00	(55,333.81)
Opening balance	107,552.85	107,552.85	0.00
Closing balance	\$116,219.04	\$171,552.85	-\$55,333.81

Quay Property
Level 5 Harrington House
Cnr Harrington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
www.quayproperty.co.nz

Aged Arrears List
Capri BC86277



Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
11	19	Mary Bates & Michael Peter Brady	1,121.52	0.00	0.00	0.00	1,121.52	0.00	0.00	0.00	
24	30	Christine Maree Gunness & Diane Ritchie	-309.78	1,826.20	0.00	1,516.42	0.00	0.00	0.00	0.00	
			811.74	1,826.20	0.00	1,516.42	1,121.52	0.00	0.00	0.00	

Quay Property
Level 5 Harrington House
Cnr Harrington St and Willow St
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Detailed Expenses
for the financial year
from 01/04/2024 to 28/02/2025

Capri BC86277

Capri, 5 The Mall, Mount Maunganui Mount
Maunganui 3116

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
Admin--Accounting 150200								
31/01/2025	YTD Expense			3,905.00		Jnl	4403	
				<u>\$3,905.00</u>				
Admin--Agent Disbursements 153800								
31/01/2025	YTD Expense			1,342.37		Jnl	4393	
20/02/2025	BDO INV-69884 Xero Subscription			52.50		Jnl	4515	
				<u>\$1,394.87</u>				
Admin--Bank Charges 151400								
31/01/2025	YTD Expense			70.00		Jnl	4394	
11/02/2025	Bank Fee			7.00		Jnl	4476	
				<u>\$77.00</u>				
Admin--BC Administration Fees--Standard 154000								
31/01/2025	YTD Expense			8,944.89		Jnl	4395	
04/02/2025	BC Admin Fee			904.49		Jnl	4475	
				<u>\$9,849.38</u>				
Admin--Contract Building Manager 151650								
31/01/2025	YTD Expense			21,972.90		Jnl	4406	
01/02/2025	Management Fee			2,197.29		Jnl	4418	
				<u>\$24,170.19</u>				
Admin--Health & Safety 152300								

Capri BC86277		Capri, 5 The Mall, Mount Maunganui Mount Maunganui 3116		Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.						
Date	Details	Payee													
Administrative Fund															
31/01/2025	YTD Expense				400.00		Jnl	4400							
20/02/2025	Safety Seek				40.00		Jnl	4531							
					<u>\$440.00</u>										
Admin--Sky TV 156601															
31/01/2025	YTD Expense				19,805.80		Jnl	4412							
03/02/2025	Sky TV				1,982.38		Jnl	4419							
					<u>\$21,788.18</u>										
Insurance--Premiums 159100															
31/01/2025	YTD Expense				32,662.83		Jnl	4401							
					<u>\$32,662.83</u>										
Maint Bldg--Cleaning 163000															
31/01/2025	YTD Expense				5,219.60		Jnl	4398							
					<u>\$5,219.60</u>										
Maint Bldg--Cleaning--Car Park 163003															
31/01/2025	YTD Expense				810.00		Jnl	4397							
					<u>\$810.00</u>										
Maint Bldg--Compliance 164201															
31/01/2025	YTD Expense				106.83		Jnl	4396							
					<u>\$106.83</u>										
Maint Bldg--Electrical 164800															
31/01/2025	YTD Expense				2,326.80		Jnl	4411							
					<u>\$2,326.80</u>										
Maint Bldg--Fire Protection 165800															
31/01/2025	YTD Expense				5,440.61		Jnl	4399							
					<u>\$5,440.61</u>										
Maint Bldg--General Repairs 167200															

Capri BC86277		Capri, 5 The Mall, Mount Maunganui Mount Maunganui 3116							
Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.	
Administrative Fund									
31/01/2025	YTD Expense			12,772.58		Jnl	4410		
09/02/2025	TBP- Labour & Materials			558.70	Paid	Inv	IV00013		
20/02/2025	Icon Security ITR-8019 device on gate Beaumont			396.39		Jnl	4516		
				<u>\$13,727.67</u>					
Maint Bldg--Lift 170200									
31/01/2025	YTD Expense			2,342.45		Jnl	4404		
				<u>\$2,342.45</u>					
Maint Grounds--Lawns & Gardening 178400									
31/01/2025	YTD Expense			2,398.62		Jnl	4402		
				<u>\$2,398.62</u>					
Maint Grounds--Pool 179200									
31/01/2025	YTD Expense			6,511.18		Jnl	4407		
				<u>\$6,511.18</u>					
Maint Grounds--Pool Heating 179207									
31/01/2025	YTD Expense			411.93		Jnl	4409		
				<u>\$411.93</u>					
Maint Grounds--Pool Repairs 179205									
31/01/2025	YTD Expense			219.59		Jnl	4408		
				<u>\$219.59</u>					
Utility--Electricity 190200									
31/01/2025	YTD Expense			1,695.99		Jnl	4405		
24/02/2025	Mercury Energy Electricity 04.01.2025-3.02.2025			104.36		Jnl	4633		
				<u>\$1,800.35</u>					
Utility--Water Rates 191200									
31/01/2025	YTD Expense			5,945.12		Jnl	4413		
				<u>\$5,945.12</u>					

Capri BC86277

Capri, 5 The Mall, Mount Maunganui Mount
Maunganui 3116

Date	Details	Payee	Group	(GST	Amount exclusive)	Status	Type	Ref.No.	Payment No.
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Administrative Fund

Total expenses	\$141,548.20
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Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Capri BC86277

Capri, 5 The Mall, Mount Maunganui Mount
Maunganui 3116

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
LTMF Fund								
Admin--Other Expenses--LTMF 254400	31/01/2025 YTD Expense			2,100.00		Jnl	4417	
				\$2,100.00				
Admin--WHT on interest--LTMF 252800	28/02/2025 Jnl February RWT Westpac -029			44.58		Jnl	4637	
				\$44.58				
Maint Bldg--Painting & Surface Finishes 271600	31/01/2025 YTD Expense			14,806.00		Jnl	4416	
				\$14,806.00				
Total expenses				\$16,950.58				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Long-Term Maintenance Plan Review

Capri on Pilot Bay

5 The Mall

Mount Maunganui 3116

Unit Plan S86277



Report details

Inspection date:	26/01/2024
Inspector:	Jared Fisher

29/01/2024

The Body Corporate Committee Members
Capri on Pilot Bay
5 The Mall
Mount Maunganui 3116

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan Review.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast maintenance expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	\$20.98
Total Utility Interests	1144
Total Long Term Maintenance Fund Levy	\$24,001.12

The data used to arrive at the above figures is in the attached report (which includes GST). It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
30 Year Cash Flow Tracking & Graph with New Levies	4
30 Year Cash Flow Tracking & Graph with Old Levies	6
Report Detail	Section 2
30 Year Anticipated Expenditure Table	8
Building Data List from Property Inspection	16
Inspector's Building Report & Building Specific Report Notes	30
Report Notes	32

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 0800 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,



The Team at Solutions in Engineering

Auckland

Level 8, 139 Quay Street, Auckland 1010

PO Box 106508, Auckland City, PostShop, Auckland 1143

0800 136 036

enquiry@solutionsinengineering.com

Building Details & Report Inputs

Supplied information

Building Name	Capri on Pilot Bay
Building Address	5 The Mall Mount Maunganui 3116
Unit Plan No.	S86277
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	1998
Number of Utility Interests	1144
Number of Units	29
Estimated Long Term Maintenance Fund Balance	\$94,791
Starting date of Financial Year for Report	1/04/2023
GST Status	Registered for GST
Current Long-Term Maintenance Levy per Utility interests (Inc. GST)	20.98

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000) Years 1 - 3	1.70%
Assumed Interest Rate on invested funds (For funds over \$10,000) Years 4 - 30	3.00%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over \$10,000 - Years 1 - 3	1.22%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over \$10,000 - Years 4 - 30	2.16%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	3.00%
Forecast Period - Number of years the plan forecasts	30 years

30 Year Levy Table

Year	Year To	Total Contribution		Contribution per Utility Interest		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/03/2024	24,001.12	3,130.58	20.98	2.74	5.25	0.68
2	31/03/2025	121,210.00	15,810.00	105.95	13.82	26.49	3.45
3	31/03/2026	124,846.30	16,284.30	109.13	14.23	27.28	3.56
4	31/03/2027	128,591.69	16,772.83	112.41	14.66	28.10	3.67
5	31/03/2028	132,449.44	17,276.01	115.78	15.10	28.95	3.78
6	31/03/2029	51,980.00	6,780.00	45.44	5.93	11.36	1.48
7	31/03/2030	53,539.40	6,983.40	46.80	6.10	11.70	1.53
8	31/03/2031	55,145.58	7,192.90	48.20	6.29	12.05	1.57
9	31/03/2032	56,799.95	7,408.69	49.65	6.48	12.41	1.62
10	31/03/2033	58,503.95	7,630.95	51.14	6.67	12.79	1.67
11	31/03/2034	60,259.07	7,859.88	52.67	6.87	13.17	1.72
12	31/03/2035	62,066.85	8,095.68	54.25	7.08	13.56	1.77
13	31/03/2036	63,928.86	8,338.55	55.88	7.29	13.97	1.82
14	31/03/2037	65,846.72	8,588.70	57.56	7.51	14.39	1.88
15	31/03/2038	67,822.12	8,846.36	59.29	7.73	14.82	1.93
16	31/03/2039	69,856.78	9,111.75	61.06	7.96	15.27	1.99
17	31/03/2040	71,952.49	9,385.11	62.90	8.20	15.73	2.05
18	31/03/2041	74,111.06	9,666.66	64.78	8.45	16.20	2.11
19	31/03/2042	76,334.39	9,956.66	66.73	8.70	16.68	2.18
20	31/03/2043	78,624.42	10,255.36	68.73	8.96	17.18	2.24
21	31/03/2044	80,983.15	10,563.02	70.79	9.23	17.70	2.31
22	31/03/2045	83,412.64	10,879.91	72.91	9.51	18.23	2.38
23	31/03/2046	85,915.02	11,206.31	75.10	9.80	18.78	2.45
24	31/03/2047	88,492.47	11,542.50	77.35	10.09	19.34	2.52
25	31/03/2048	91,147.24	11,888.77	79.67	10.39	19.92	2.60
26	31/03/2049	93,881.65	12,245.43	82.06	10.70	20.52	2.68
27	31/03/2050	96,698.11	12,612.80	84.53	11.03	21.13	2.76
28	31/03/2051	99,599.05	12,991.18	87.06	11.36	21.77	2.84
29	31/03/2052	102,587.03	13,380.92	89.67	11.70	22.42	2.92
30	31/03/2053	105,664.63	13,782.34	92.36	12.05	23.09	3.01

30 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' (including contingency allowance) are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:

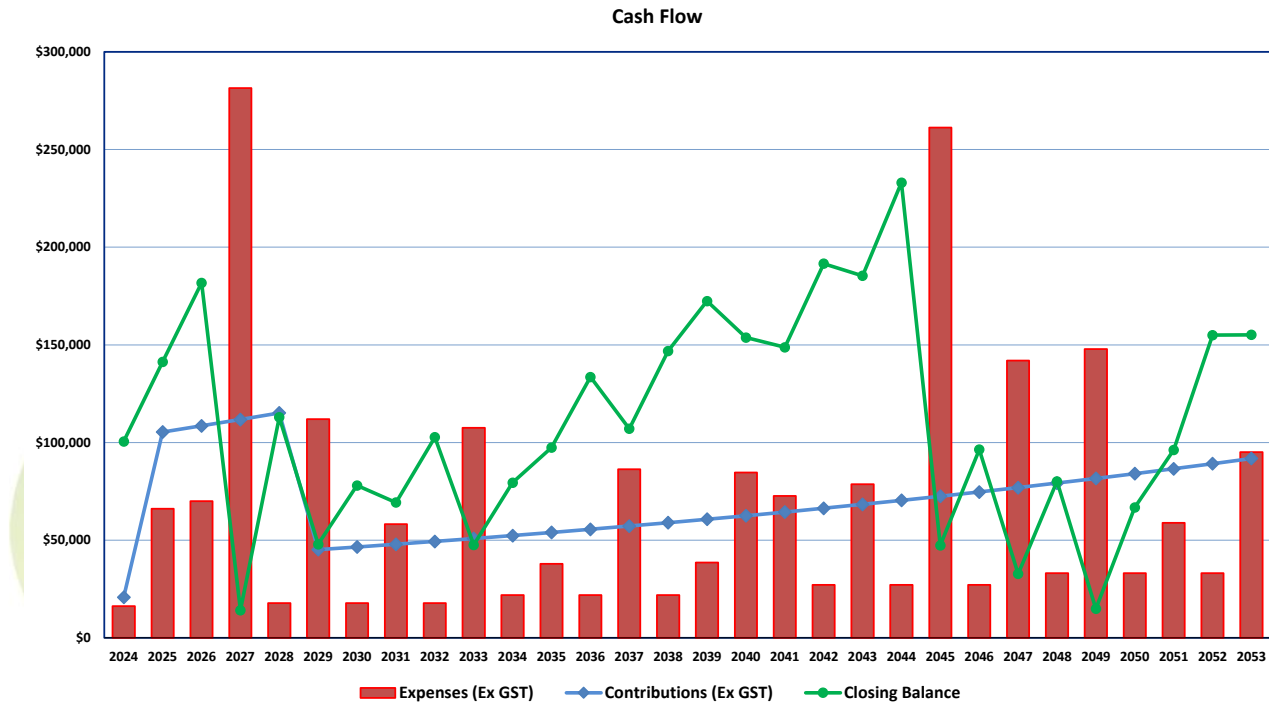
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	31/03/2024	94,791.00	20,870.54	1,184.41	16,286.96	100,558.99
2	31/03/2025	100,558.99	105,400.00	1,466.23	66,153.04	141,272.18
3	31/03/2026	141,272.18	108,562.00	1,958.63	70,019.13	181,773.68
4	31/03/2027	181,773.68	111,818.86	2,094.01	281,476.52	14,210.03
5	31/03/2028	14,210.03	115,173.43	1,358.60	17,797.39	112,944.67
6	31/03/2029	112,944.67	45,200.00	1,718.82	111,939.13	47,924.36
7	31/03/2030	47,924.36	46,556.00	1,345.76	17,797.39	78,028.73
8	31/03/2031	78,028.73	47,952.68	1,574.17	58,253.91	69,301.67
9	31/03/2032	69,301.67	49,391.26	1,838.13	17,797.39	102,733.67
10	31/03/2033	102,733.67	50,873.00	1,606.47	107,593.04	47,620.10
11	31/03/2034	47,620.10	52,399.19	1,358.12	21,887.83	79,489.58
12	31/03/2035	79,489.58	53,971.17	1,889.98	37,952.17	97,398.56
13	31/03/2036	97,398.56	55,590.31	2,467.80	21,887.83	133,568.84
14	31/03/2037	133,568.84	57,258.02	2,571.29	86,313.04	107,085.11
15	31/03/2038	107,085.11	58,975.76	2,713.59	21,887.83	146,886.63
16	31/03/2039	146,886.63	60,745.03	3,411.89	38,602.61	172,440.94
17	31/03/2040	172,440.94	62,567.38	3,485.45	84,722.61	153,771.16
18	31/03/2041	153,771.16	64,444.40	3,232.48	72,682.61	148,765.43
19	31/03/2042	148,765.43	66,377.73	3,636.70	27,177.39	191,602.47
20	31/03/2043	191,602.47	68,369.06	4,027.60	78,647.83	185,351.30
21	31/03/2044	185,351.30	70,420.13	4,470.61	27,177.39	233,064.65
22	31/03/2045	233,064.65	72,532.73	2,996.29	261,227.83	47,365.84
23	31/03/2046	47,365.84	74,708.71	1,536.44	27,177.39	96,433.60
24	31/03/2047	96,433.60	76,949.97	1,380.76	141,968.70	32,795.63
25	31/03/2048	32,795.63	79,258.47	1,206.82	33,106.96	80,153.96
26	31/03/2049	80,153.96	81,636.22	1,015.85	147,884.35	14,921.68
27	31/03/2050	14,921.68	84,085.31	872.87	33,106.96	66,772.90
28	31/03/2051	66,772.90	86,607.87	1,741.72	58,883.48	96,239.01
29	31/03/2052	96,239.01	89,206.11	2,684.63	33,106.96	155,022.79
30	31/03/2053	155,022.79	91,882.29	3,314.01	95,074.78	155,144.31

30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total maintenance fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

30 Year Cash Flow Tracking Sheet

The table below shows the cash flow for the entirety of the forecast. In summary:

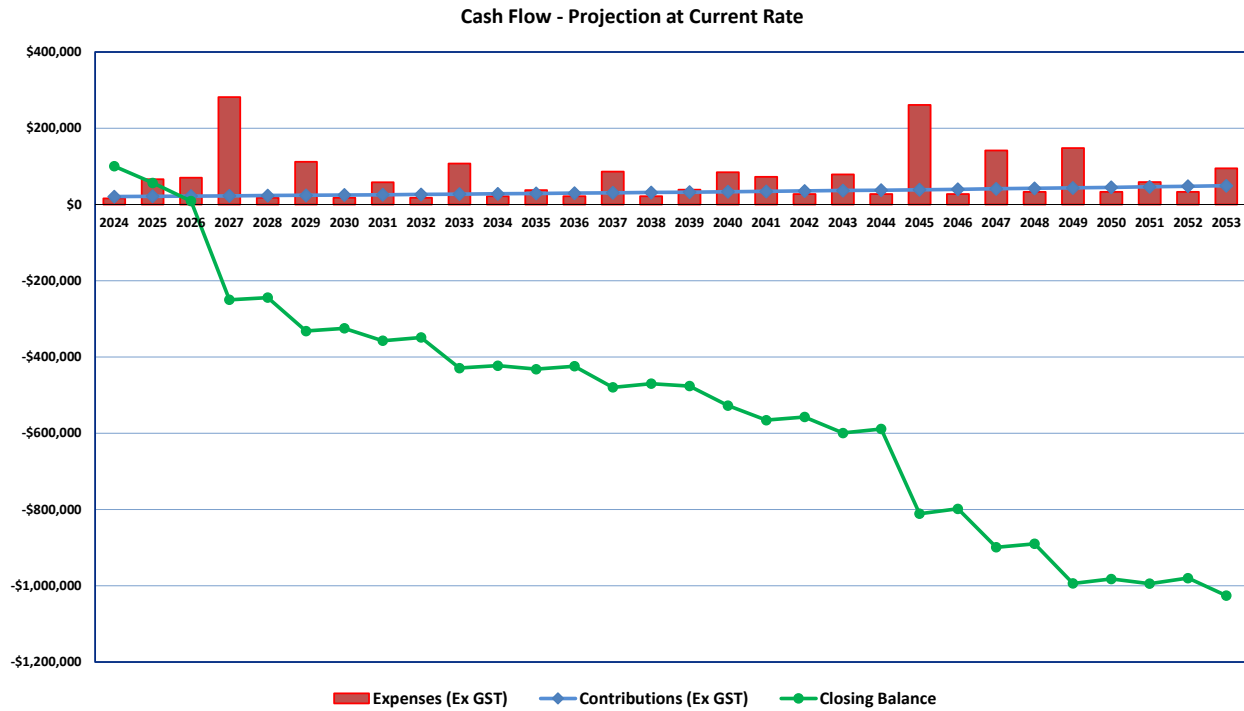
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	31/03/2024	94,791.00	20,870.54	1,184.41	16,286.96	100,558.99
2	31/03/2025	100,558.99	21,496.66	954.42	66,153.04	56,857.03
3	31/03/2026	56,857.03	22,141.56	0.00	70,019.13	8,979.46
4	31/03/2027	8,979.46	22,805.81	0.00	281,476.52	-249,691.25
5	31/03/2028	-249,691.25	23,489.98	0.00	17,797.39	-243,998.66
6	31/03/2029	-243,998.66	24,194.68	0.00	111,939.13	-331,743.11
7	31/03/2030	-331,743.11	24,920.52	0.00	17,797.39	-324,619.98
8	31/03/2031	-324,619.98	25,668.14	0.00	58,253.91	-357,205.75
9	31/03/2032	-357,205.75	26,438.18	0.00	17,797.39	-348,564.96
10	31/03/2033	-348,564.96	27,231.33	0.00	107,593.04	-428,926.67
11	31/03/2034	-428,926.67	28,048.27	0.00	21,887.83	-422,766.23
12	31/03/2035	-422,766.23	28,889.72	0.00	37,952.17	-431,828.68
13	31/03/2036	-431,828.68	29,756.41	0.00	21,887.83	-423,960.10
14	31/03/2037	-423,960.10	30,649.10	0.00	86,313.04	-479,624.04
15	31/03/2038	-479,624.04	31,568.57	0.00	21,887.83	-469,943.30
16	31/03/2039	-469,943.30	32,515.63	0.00	38,602.61	-476,030.28
17	31/03/2040	-476,030.28	33,491.10	0.00	84,722.61	-527,261.79
18	31/03/2041	-527,261.79	34,495.83	0.00	72,682.61	-565,448.57
19	31/03/2042	-565,448.57	35,530.70	0.00	27,177.39	-557,095.26
20	31/03/2043	-557,095.26	36,596.62	0.00	78,647.83	-599,146.47
21	31/03/2044	-599,146.47	37,694.52	0.00	27,177.39	-588,629.34
22	31/03/2045	-588,629.34	38,825.36	0.00	261,227.83	-811,031.81
23	31/03/2046	-811,031.81	39,990.12	0.00	27,177.39	-798,219.08
24	31/03/2047	-798,219.08	41,189.82	0.00	141,968.70	-898,997.96
25	31/03/2048	-898,997.96	42,425.51	0.00	33,106.96	-889,679.41
26	31/03/2049	-889,679.41	43,698.28	0.00	147,884.35	-993,865.48
27	31/03/2050	-993,865.48	45,009.23	0.00	33,106.96	-981,963.21
28	31/03/2051	-981,963.21	46,359.51	0.00	58,883.48	-994,487.18
29	31/03/2052	-994,487.18	47,750.30	0.00	33,106.96	-979,843.84
30	31/03/2053	-979,843.84	49,182.81	0.00	95,074.78	-1,025,735.81

30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total maintenance fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 30 years. From left to right the columns are:

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the **'Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Year 6 (2029)	Year 7 (2030)	Year 8 (2031)	Year 9 (2032)	Year 10 (2033)	Year 11 (2034)	Year 12 (2035)	Year 13 (2036)	Year 14 (2037)	Year 15 (2038)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - CURRENT CONTRACT IN PLACE	17,027	17,027	17,027	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	69,000	-	-	73,202	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	18,606	-	-	-	18,606	18,606	18,606	18,606	18,606	18,606	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	80,522	-	-	-	-	-	-	-	-	-	80,522	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim	22,883	-	-	-	-	-	-	-	-	-	-	22,883	22,883	22,883	22,883	22,883

29/01/2024

Capri on Pilot Bay / Unit Plan S86277

Ref. No.: 2405033

Expenditure Item	Current Cost	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Year 6 (2029)	Year 7 (2030)	Year 8 (2031)	Year 9 (2032)	Year 10 (2033)	Year 11 (2034)	Year 12 (2035)	Year 13 (2036)	Year 14 (2037)	Year 15 (2038)
and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT																
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	88,574	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	28,413	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	97,432	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	34,612	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Glass handrail and balustrade repairs and inspections (Total: 151 lm) - 10%	2,240	-	2,307	-	-	-	-	-	-	-	2,923	-	-	-	-	-
Metal handrail and balustrade repairs and inspections (Total: 143 lm) - 10%	1,350	-	1,391	-	-	-	-	-	-	-	1,761	-	-	-	-	-
Stair access handrail and balustrade repairs and inspections (Total: 72 lm) - 10%	880	-	906	-	-	-	-	-	-	-	1,148	-	-	-	-	-
Sub Total (Incl. GST)		17,027	21,630	73,202	18,606	18,606	18,606	18,606	18,606	18,606	86,354	22,883	22,883	22,883	22,883	22,883
2. WORK AT HEIGHTS ACCESS																
Elevating working platforms - methods to elevations by contractor - exterior - This is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. ROOFING																
Roof covering - coloursteel replacement	110,944	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roof covering - coloursteel metal repairs and cleaning (Total: 1112 m2) - 10%	8,109	-	8,352	-	-	-	-	-	9,973	-	-	-	-	-	11,908	-
Flashing repairs and roof inspections	1,740	-	1,792	-	-	-	2,017	-	-	-	2,270	-	-	-	2,555	-

29/01/2024

Capri on Pilot Bay / Unit Plan S86277

Ref. No.: 2405033

Expenditure Item	Current Cost	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Year 6 (2029)	Year 7 (2030)	Year 8 (2031)	Year 9 (2032)	Year 10 (2033)	Year 11 (2034)	Year 12 (2035)	Year 13 (2036)	Year 14 (2037)	Year 15 (2038)
Gutter repairs and clean-outs	1,450	-	1,494	-	1,584	-	1,681	-	1,783	-	1,892	-	2,007	-	2,129	-
Rain heads, down pipes and roof-drains clean-outs	870	-	896	-	951	-	1,009	-	1,070	-	1,135	-	1,204	-	1,278	-
Sub Total (Incl. GST)		0	12,534	0	2,535	0	4,707	0	12,826	0	5,297	0	3,211	0	17,870	0
4. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance	1,100	-	1,133	-	1,202	-	1,275	-	1,353	-	1,435	-	1,523	-	1,615	-
Driveway entry - replacement of bitumen surface topcoat	10,181	-	-	-	-	-	11,803	-	-	-	-	-	-	-	-	-
Driveway entry - bitumen surface repair and reprofile (Total: 182 m2) - 10%	873	-	899	-	-	-	-	-	1,074	-	-	-	-	-	1,282	-
Driveway and basement parking - concrete surface repairs and cleaning (Total: 884 m2) - 5%	3,375	-	3,476	-	-	-	-	-	4,151	-	-	-	-	-	4,956	-
Driveway and walkway - paving repairs and cleaning (Total: 654 m2) - 5%	2,708	-	2,789	-	-	-	-	-	3,331	-	-	-	-	-	3,977	-
Line marking and surface signage repaint	1,773	-	1,826	-	-	-	-	-	-	-	2,313	-	-	-	-	-
Security gate repairs or future replacement funding	900	-	927	-	983	-	1,043	-	1,107	-	1,174	-	1,246	-	1,322	-
Security gate motor repairs or future replacement funding	1,300	-	1,339	-	1,421	-	1,507	-	1,599	-	1,696	-	1,800	-	1,909	-
Pedestrian gate repairs or future replacement funding - includes boundary, garage and entry gates	900	-	927	-	983	-	1,043	-	1,107	-	1,174	-	1,246	-	1,322	-
Walkway - tile and grout repairs (Total: 237 m2) - 10%	3,490	-	3,595	-	-	-	-	-	4,292	-	-	-	-	-	5,125	-
Sub Total (Incl. GST)		0	16,911	0	4,589	0	16,671	0	18,013	0	7,792	0	5,815	0	21,508	0
5. FIXTURES AND FITTINGS																
Letterbox replacement	4,619	-	-	-	-	-	-	-	5,681	-	-	-	-	-	-	-
Complex signage structure - maintain	915	-	-	-	1,000	-	-	-	-	-	-	-	1,267	-	-	-
Sub Total (Incl. GST)		0	0	0	1,000	0	0	0	5,681	0	0	0	1,267	0	0	0
6. FENCING																
Common and boundary fence repairs (Total: 27 lm) - 20%	627	-	-	-	685	-	-	-	771	-	-	-	868	-	-	-
Common and boundary fence repaint	945	-	973	-	-	-	-	-	-	-	1,233	-	-	-	-	-
Sub Total (Incl. GST)		0	973	0	685	0	0	0	771	0	1,233	0	868	0	0	0
7. LIFTS																
Lift interior refurbishment - following upgrades of lifts	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	14,685	-
Lift replacement - 3 Floors, 4-8 person	240,141	-	-	-	262,409	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	262,409	0	0	0	0	0	0	0	0	0	14,685	0

29/01/2024

Capri on Pilot Bay / Unit Plan S86277

Ref. No.: 2405033

Expenditure Item	Current Cost	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Year 6 (2029)	Year 7 (2030)	Year 8 (2031)	Year 9 (2032)	Year 10 (2033)	Year 11 (2034)	Year 12 (2035)	Year 13 (2036)	Year 14 (2037)	Year 15 (2038)
8. ELECTRICAL																
Light fitting maintenance - common systems only - allowance	1,160	-	1,195	-	-	-	1,345	-	-	-	1,514	-	-	-	1,704	-
Electrical maintenance - common systems only - allowance	2,320	-	2,390	-	2,535	-	2,690	-	2,853	-	3,027	-	3,211	-	3,407	-
Security access system upgrades - common systems only - allowance	1,500	-	1,545	-	-	-	1,739	-	-	-	1,957	-	-	-	2,203	-
Intercom and access system - replacement	43,150	-	-	-	-	-	50,023	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	5,130	0	2,535	0	55,797	0	2,853	0	6,498	0	3,211	0	7,313	0
9. FIRE PREVENTION																
Passive and alert systems - allowance over and above contracted fire works	1,750	-	1,803	-	1,912	-	2,029	-	2,152	-	2,283	-	2,422	-	2,570	-
Control panel replacement or upgrade	14,256	-	-	-	-	-	16,527	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	1,802	0	1,912	0	18,556	0	2,152	0	2,283	0	2,422	0	2,570	0
10. WATER																
Plumbing maintenance - common systems only - allowance	2,320	-	2,390	-	-	-	2,690	-	-	-	3,027	-	-	-	3,407	-
Control panel for sump pump - replacement	3,279	-	3,377	-	-	-	-	-	-	-	-	-	-	-	-	-
Sump pump - replacement	4,284	-	4,413	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	10,180	0	0	0	2,690	0	0	0	3,027	0	0	0	3,407	0
11. SPECIAL EXPENDITURES																
Swimming pool, gym and toilets - Costs have been excluded currently as not part of the common property but Capri Apartments has shared access to Beaumont Apartments Swimming pool complex	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total (Incl. GST)		17,027	69,160	73,202	294,271	18,606	117,027	18,606	60,902	18,606	112,484	22,883	39,677	22,883	90,236	22,883
Contingency Allowance (Incl. GST)		1,703	6,916	7,320	29,427	1,861	11,703	1,861	6,090	1,861	11,248	2,288	3,968	2,288	9,024	2,288
Grand Total Expenses (Incl. Contingency Allowance and GST)		18,730	76,076	80,522	323,698	20,467	128,730	20,467	66,992	20,467	123,732	25,171	43,645	25,171	99,260	25,171

Anticipated Expenditures Table Year 16 - 30

This table shows when expenses will occur in years 16 - 30. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 16 to 30 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the **'Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 16 (2039)	Year 17 (2040)	Year 18 (2041)	Year 19 (2042)	Year 20 (2043)	Year 21 (2044)	Year 22 (2045)	Year 23 (2046)	Year 24 (2047)	Year 25 (2048)	Year 26 (2049)	Year 27 (2050)	Year 28 (2051)	Year 29 (2052)	Year 30 (2053)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - CURRENT CONTRACT IN PLACE	17,027	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	69,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	18,606	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	80,522	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim	22,883	22,883	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Ref. No.: 2405033

Expenditure Item	Current Cost	Year 16 (2039)	Year 17 (2040)	Year 18 (2041)	Year 19 (2042)	Year 20 (2043)	Year 21 (2044)	Year 22 (2045)	Year 23 (2046)	Year 24 (2047)	Year 25 (2048)	Year 26 (2049)	Year 27 (2050)	Year 28 (2051)	Year 29 (2052)	Year 30 (2053)
and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT																
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	88,574	-	88,574	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	28,413	-	-	28,413	28,413	28,413	28,413	28,413	28,413	-	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	97,432	-	-	-	-	-	-	-	-	97,432	-	-	-	-	-	-
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	34,612	-	-	-	-	-	-	-	-	-	34,612	34,612	34,612	34,612	34,612	34,612
Glass handrail and balustrade repairs and inspections (Total: 151 lm) - 10%	2,240	-	-	3,702	-	-	-	-	-	-	-	4,690	-	-	-	-
Metal handrail and balustrade repairs and inspections (Total: 143 lm) - 10%	1,350	-	-	2,231	-	-	-	-	-	-	-	2,827	-	-	-	-
Stair access handrail and balustrade repairs and inspections (Total: 72 lm) - 10%	880	-	-	1,455	-	-	-	-	-	-	-	1,843	-	-	-	-
Sub Total (Incl. GST)		22,883	88,574	35,801	28,413	28,413	28,413	28,413	28,413	97,432	34,612	43,972	34,612	34,612	34,612	34,612
2. WORK AT HEIGHTS ACCESS																
Elevating working platforms - methods to elevations by contractor - exterior - This is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. ROOFING																
Roof covering - coloursteel replacement	110,944	-	-	-	-	-	-	206,389	-	-	-	-	-	-	-	-
Roof covering - coloursteel metal repairs and cleaning (Total: 1112 m2) - 10%	8,109	-	-	-	-	14,219	-	-	-	-	-	16,978	-	-	-	-
Flashing repairs and roof inspections	1,740	-	-	2,876	-	-	-	3,237	-	-	-	3,643	-	-	-	4,100

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Ref. No.: 2405033

Expenditure Item	Current Cost	Year 16 (2039)	Year 17 (2040)	Year 18 (2041)	Year 19 (2042)	Year 20 (2043)	Year 21 (2044)	Year 22 (2045)	Year 23 (2046)	Year 24 (2047)	Year 25 (2048)	Year 26 (2049)	Year 27 (2050)	Year 28 (2051)	Year 29 (2052)	Year 30 (2053)
Gutter repairs and clean-outs	1,450	2,259	-	2,397	-	2,543	-	2,697	-	2,862	-	3,036	-	3,221	-	3,417
Rain heads, down pipes and roof-drains clean-outs	870	1,355	-	1,438	-	1,526	-	1,618	-	1,717	-	1,822	-	1,933	-	2,050
Sub Total (Incl. GST)		3,614	0	6,711	0	18,288	0	213,941	0	4,579	0	25,479	0	5,154	0	9,567
4. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance	1,100	1,714	-	1,818	-	1,929	-	2,046	-	2,171	-	2,303	-	2,443	-	2,592
Driveway entry - replacement of bitumen surface topcoat	10,181	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,992
Driveway entry - bitumen surface repair and reprofile (Total: 182 m2) - 10%	873	-	-	-	-	1,531	-	-	-	-	-	1,828	-	-	-	-
Driveway and basement parking - concrete surface repairs and cleaning (Total: 884 m2) - 5%	3,375	-	-	-	-	5,918	-	-	-	-	-	7,067	-	-	-	-
Driveway and walkway - paving repairs and cleaning (Total: 654 m2) - 5%	2,708	-	-	-	-	4,748	-	-	-	-	-	5,670	-	-	-	-
Line marking and surface signage repaint	1,773	-	-	2,931	-	-	-	-	-	-	-	3,712	-	-	-	-
Security gate repairs or future replacement funding	900	1,402	-	1,488	-	1,578	-	1,674	-	1,776	-	1,884	-	1,999	-	2,121
Security gate motor repairs or future replacement funding	1,300	2,025	-	2,149	-	2,280	-	2,418	-	2,566	-	2,722	-	2,888	-	3,064
Pedestrian gate repairs or future replacement funding - includes boundary, garage and entry gates	900	1,402	-	1,488	-	1,578	-	1,674	-	1,776	-	1,884	-	1,999	-	2,121
Walkway - tile and grout repairs (Total: 237 m2) - 10%	3,490	-	-	-	-	6,120	-	-	-	-	-	7,307	-	-	-	-
Sub Total (Incl. GST)		6,543	0	9,873	0	25,682	0	7,812	0	8,289	0	34,377	0	9,329	0	33,890
5. FIXTURES AND FITTINGS																
Letterbox replacement	4,619	-	-	-	-	-	-	-	-	9,116	-	-	-	-	-	-
Complex signage structure - maintain	915	-	-	-	-	1,604	-	-	-	-	-	-	-	2,032	-	-
Sub Total (Incl. GST)		0	0	0	0	1,604	0	0	0	9,116	0	0	0	2,032	0	0
6. FENCING																
Common and boundary fence repairs (Total: 27 lm) - 20%	627	977	-	-	-	1,099	-	-	-	1,237	-	-	-	1,393	-	-
Common and boundary fence repaint	945	-	-	1,562	-	-	-	-	-	-	-	1,979	-	-	-	-
Sub Total (Incl. GST)		977	0	1,562	0	1,099	0	0	0	1,237	0	1,979	0	1,393	0	0
7. LIFTS																
Lift interior refurbishment - following upgrades of lifts	10,000	-	-	-	-	-	-	-	-	19,736	-	-	-	-	-	-
Lift replacement - 3 Floors, 4-8 person	240,141	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	19,736	0	0	0	0	0	0

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Ref. No.: 2405033

Expenditure Item	Current Cost	Year 16 (2039)	Year 17 (2040)	Year 18 (2041)	Year 19 (2042)	Year 20 (2043)	Year 21 (2044)	Year 22 (2045)	Year 23 (2046)	Year 24 (2047)	Year 25 (2048)	Year 26 (2049)	Year 27 (2050)	Year 28 (2051)	Year 29 (2052)	Year 30 (2053)
8. ELECTRICAL																
Light fitting maintenance - common systems only - allowance	1,160	-	-	1,917	-	-	-	2,158	-	-	-	2,429	-	-	-	2,734
Electrical maintenance - common systems only - allowance	2,320	3,614	-	3,835	-	4,068	-	4,316	-	4,579	-	4,858	-	5,153	-	5,467
Security access system upgrades - common systems only - allowance	1,500	-	-	2,479	-	-	-	2,790	-	-	-	3,141	-	-	-	3,535
Intercom and access system - replacement	43,150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		3,614	0	8,231	0	4,068	0	9,264	0	4,579	0	10,428	0	5,153	0	11,736
9. FIRE PREVENTION																
Passive and alert systems - allowance over and above contracted fire works	1,750	2,726	-	2,892	-	3,069	-	3,256	-	3,454	-	3,664	-	3,887	-	4,124
Control panel replacement or upgrade	14,256	-	-	-	-	-	-	-	-	-	-	29,849	-	-	-	-
Sub Total (Incl. GST)		2,726	0	2,892	0	3,069	0	3,256	0	3,454	0	33,513	0	3,887	0	4,124
10. WATER																
Plumbing maintenance - common systems only - allowance	2,320	-	-	3,835	-	-	-	4,316	-	-	-	4,858	-	-	-	5,467
Control panel for sump pump - replacement	3,279	-	-	-	-	-	-	6,100	-	-	-	-	-	-	-	-
Sump pump - replacement	4,284	-	-	7,081	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	10,916	0	0	0	10,416	0	0	0	4,858	0	0	0	5,467
11. SPECIAL EXPENDITURES																
Swimming pool, gym and toilets - Costs have been excluded currently as not part of the common property but Capri Apartments has shared access to Beaumont Apartments Swimming pool complex	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total (Incl. GST)		40,357	88,574	75,986	28,413	82,223	28,413	273,102	28,413	148,422	34,612	154,606	34,612	61,560	34,612	99,396
Contingency Allowance (Incl. GST)		4,036	8,857	7,599	2,841	8,222	2,841	27,310	2,841	14,842	3,461	15,461	3,461	6,156	3,461	9,940
Grand Total Expenses (Incl. Contingency Allowance and GST)		44,393	97,431	83,585	31,254	90,445	31,254	300,412	31,254	163,264	38,073	170,067	38,073	67,716	38,073	109,336

Building Data List from the Property Inspection for Capri on Pilot Bay

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the quantity of that item in scope

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' - is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life of the item after it is replaced, repaired or repainted.

'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. PROPERTY EXTERIOR							
Building wash - soft chemical wash recommended - included in the painting contract	1	Item	0.00	0.00	1	1	Quotation required
Painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - CURRENT CONTRACT IN PLACE	1	Item	17,026.90	17,027.00	1	1	Quotation provided by Carus Ltd - Contract is 7 years and ends in 2025 Yr 2
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	1	Item	69,000.00	69,000.00	3	7	Quotation provided by Carus Ltd - First year only - Contract is 7 years
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	1	Item	18,606.00	18,606.00	4	1	Quotation provided by Carus Ltd - Year 2-7 of painting contract - Contract is 7 years
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	1	Item	80,522.20	80,522.00	10	1	Quotation provided by Carus Ltd - First year only - Contract is 7 years
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	1	Item	22,883.00	22,883.00	11	1	Quotation provided by Carus Ltd - Year 2-7 of painting contract - Contract is 7 years
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	1	Item	88,574.42	88,574.00	17	1	Quotation provided by Carus Ltd - First year only - Contract is 7 years

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Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	1	Item	28,413.00	28,413.00	18	1	Quotation provided by Carus Ltd - Year 2-7 of painting contract - Contract is 7 years
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - 1ST YEAR INITIAL COST	1	Item	97,431.86	97,432.00	24	1	Quotation provided by Carus Ltd - First year only - Contract is 7 years
Assumed renewal of painting contract - repaint elevations - all previously painted surfaces - soffits, fascia, walls, garage doors, doors and door frames, detail trim and boundary walls and fences - YEAR 2-7 OF PAINTING CONTRACT	1	Item	34,612.00	34,612.00	25	1	Quotation provided by Carus Ltd - Year 2-7 of painting contract - Contract is 7 years
Glass handrail and balustrade repairs and inspections (Total: 151 lm) - 10%	16	lm	140.00	2,240.00	2	8	Repair as required
Metal handrail and balustrade repairs and inspections (Total: 143 lm) - 10%	15	lm	90.00	1,350.00	2	8	Repair as required
Stair access handrail and balustrade repairs and inspections (Total: 72 lm) - 10%	8	lm	110.00	880.00	2	8	Repair as required
2. WORK AT HEIGHTS ACCESS							
Elevating working platforms - methods to elevations by contractor - exterior - This is included in the painting contract	1	Item	0.00	0.00	1	1	Costs are included in the painting contract
3. ROOFING							
Roof covering - coloursteel replacement	1112	m2	99.77	110,944.00	22	50	Quotation required
Roof covering - coloursteel metal repairs and cleaning (Total: 1112 m2) - 10%	112	m2	72.40	8,109.00	2	6	Future funding or repair as required
Flashing repairs and roof inspections	29	Item	60.00	1,740.00	2	4	Ongoing maintenance program
Gutter repairs and clean-outs	29	Item	50.00	1,450.00	2	2	Ongoing maintenance program
Rain heads, down pipes and roof-drains clean-outs	29	Item	30.00	870.00	2	2	Ongoing maintenance program
4. DRIVEWAY AND WALKWAY							
Drainage maintenance - allowance	2	Item	550.00	1,100.00	2	2	Ongoing maintenance program
Driveway entry - replacement of bitumen surface topcoat	182	m2	55.94	10,181.00	6	24	Quotation required
Driveway entry - bitumen surface repair and reprofile (Total: 182 m2) - 10%	19	m2	45.94	873.00	2	6	Future funding or repair as required
Driveway and basement parking - concrete surface repairs and cleaning (Total: 884 m2) - 5%	45	m2	75.00	3,375.00	2	6	Future funding or repair as required
Driveway and walkway - paving repairs and cleaning (Total: 654 m2) - 5%	33	m2	82.05	2,708.00	2	6	Future funding or repair as required
Line marking and surface signage repaint	197	lm	9.00	1,773.00	2	8	Repaint as required
Security gate repairs or future replacement funding	2	ea	450.00	900.00	2	2	Future funding or repair as required

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Ref. No.: 2405033

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Security gate motor repairs or future replacement funding	2	ea	650.00	1,300.00	2	2	Future funding or repair as required
Pedestrian gate repairs or future replacement funding - includes boundary, garage and entry gates	6	ea	150.00	900.00	2	2	Future funding or repair as required
Walkway - tile and grout repairs (Total: 237 m2) - 10%	24	m2	145.42	3,490.00	2	6	Repair as required
5. FIXTURES AND FITTINGS							
Letterbox replacement	31	ea	149.00	4,619.00	8	16	Quotation required
Complex signage structure - maintain	1	ea	915.00	915.00	4	8	Ongoing maintenance program
6. FENCING							
Common and boundary fence repairs (Total: 27 lm) - 20%	6	lm	104.47	627.00	4	4	Ongoing maintenance program
Common and boundary fence repaint	27	lm	35.00	945.00	2	8	Quotation required
7. LIFTS							
Lift interior refurbishment - following upgrades of lifts	2	ea	5,000.00	10,000.00	14	10	Quotation required
Lift replacement - 3 Floors, 4-8 person	2	ea	120,070.26	240,141.00	4	30	Quotation required
8. ELECTRICAL							
Light fitting maintenance - common systems only - allowance	29	Item	40.00	1,160.00	2	4	Ongoing maintenance program
Electrical maintenance - common systems only - allowance	29	Item	80.00	2,320.00	2	2	Ongoing maintenance program
Security access system upgrades - common systems only - allowance	1	Item	1,500.00	1,500.00	2	4	Upgrade as required
Intercom and access system - replacement	1	Item	43,150.00	43,150.00	6	30	Replace as required
9. FIRE PREVENTION							
Passive and alert systems - allowance over and above contracted fire works	1	Item	1,750.00	1,750.00	2	2	Ongoing maintenance program
Control panel replacement or upgrade	1	Item	14,255.60	14,256.00	6	20	Quotation required
10. WATER							
Plumbing maintenance - common systems only - allowance	29	Item	80.00	2,320.00	2	4	Ongoing maintenance program
Control panel for sump pump - replacement	1	ea	3,279.46	3,279.00	2	20	Quotation required
Sump pump - replacement	1	ea	4,284.27	4,284.00	2	16	Quotation required
11. SPECIAL EXPENDITURES							
Swimming pool, gym and toilets - Costs have been excluded currently as not part of the common property but Capri Apartments has shared access to Beaumont Apartments Swimming pool complex	1	Item	0.00	0.00	0	0	If requested we can add this into the Ltmp

Building Photo Section

Item Group

PROPERTY EXTERIOR



A painting contract is currently in place. The building is recommended a regular wash at least every 2 years and a re-paint every 10 years. This is reflected in the report.

Item Group

WORK AT HEIGHTS ACCESS



The scaffolding is required to carry out painting on the building. It is recommended to carry out any other maintenance work while the scaffolding is available. This is reflected in the report.

Item Group

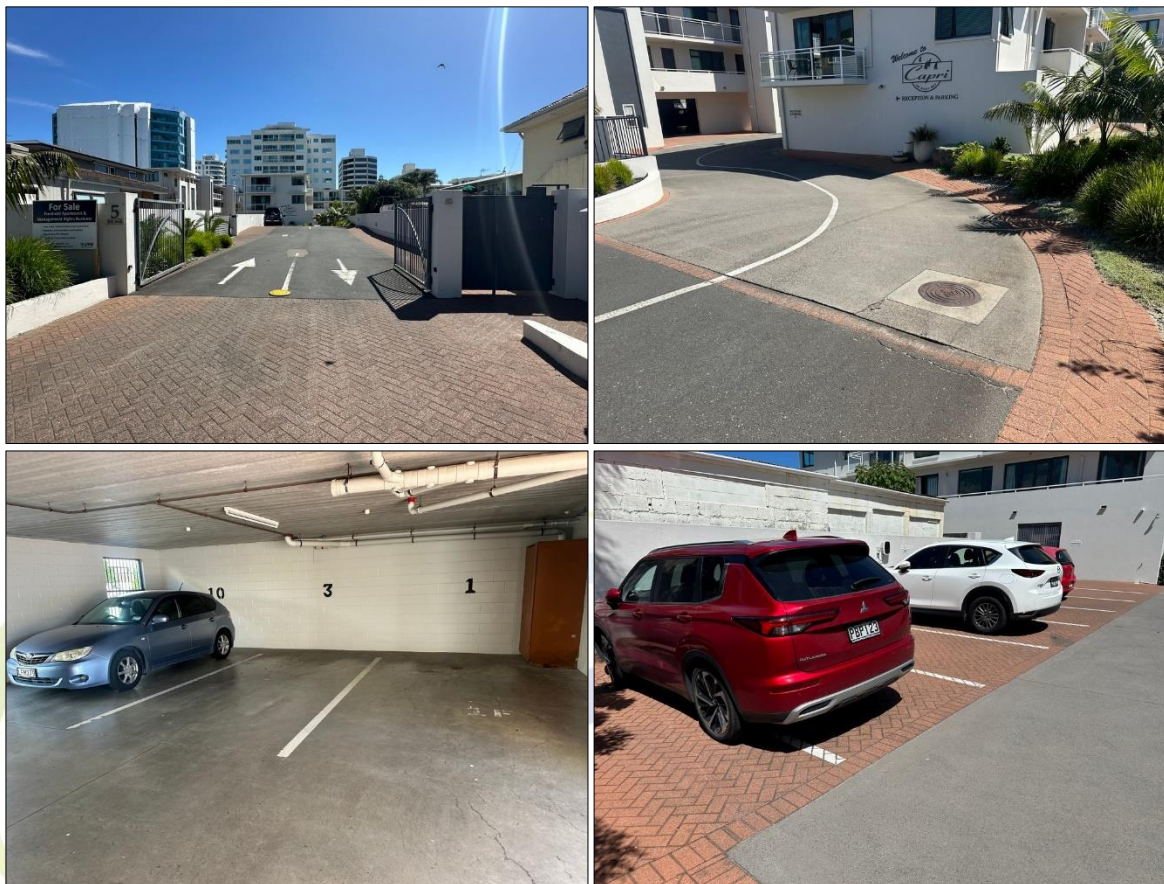
ROOFING



The roofing, gutters and flashings require regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

DRIVEWAY AND WALKWAY



The asphalt, concrete and paving driveway and the tile and paving walkways require regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

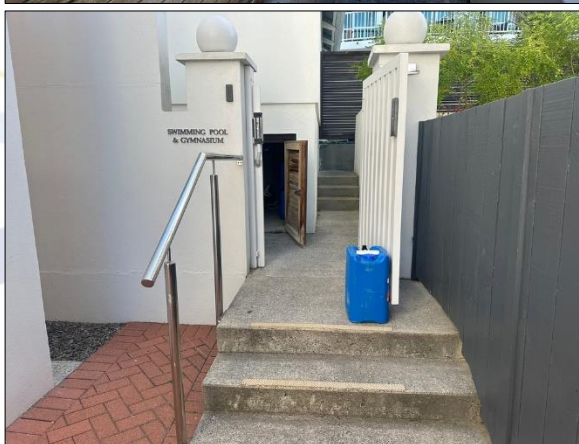
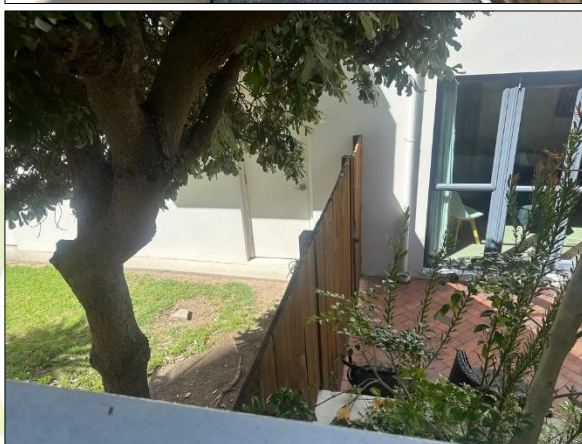
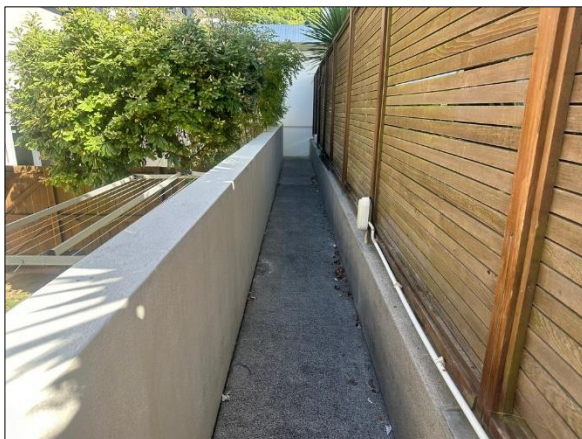
FIXTURES AND FITTINGS



The fixtures and fittings require repairs or replacement at the end of its life cycle. This is reflected in the report.

Item Group

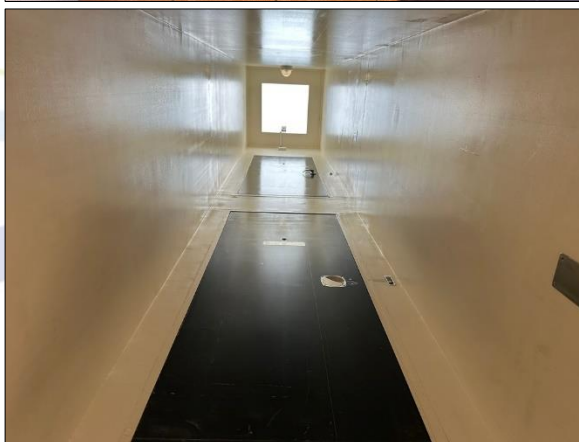
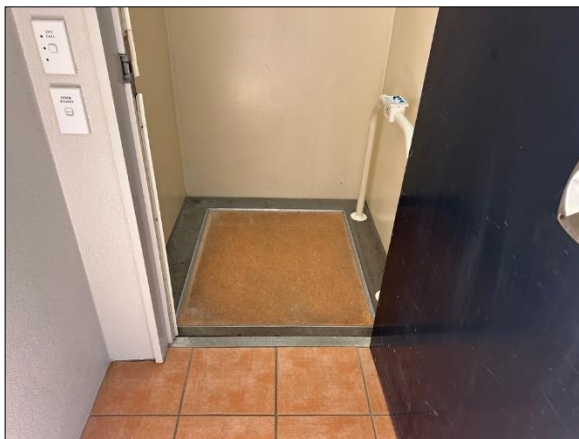
FENCING



The timber fences require regular maintenance, cleaning, and or repairs. This is reflected in the report.

Item Group

LIFTS



The lifts and its components require regular maintenance and a replacement or repair cost in the long term plan . This is reflected in the report.

Item Group

ELECTRICAL



The common electrical systems require regular maintenance and or repairs. This is reflected in the report.

Item Group

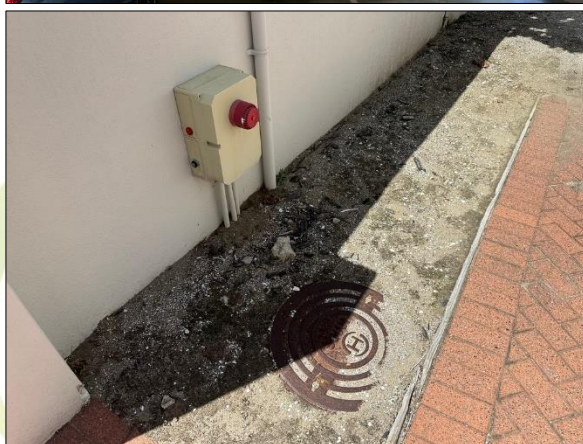
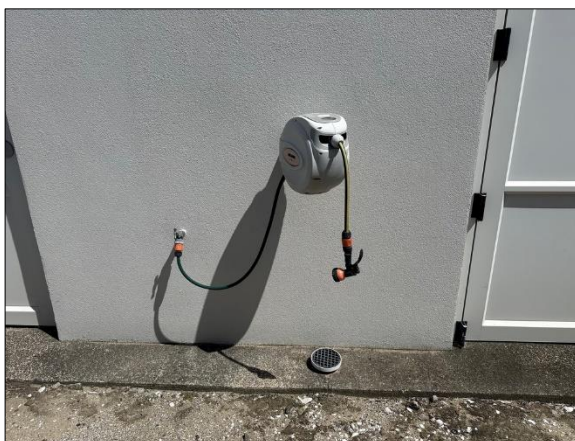
FIRE PREVENTION



The fire prevention systems requires regular maintenance and or repairs that is above regular contracted works. This is reflected in the report.

Item Group

WATER



The common water systems require regular maintenance and or repairs. This is reflected in the report.

Item Group

SPECIAL EXPENDITURES



Costs have not been included as this is shared with Beaumont Apartments. The swimming pool, gym, toilets and plant require regular maintenance, cleaning, inspections, replacement and or repairs. This is reflected in the report.

Inspector's Report for Capri on Pilot Bay

1. **INFLATION** - It is necessary to offset the effects of inflation on construction materials and labour costs and to ensure that adequate funds are available to provide for major works. These major works can frequently become necessary as the property ages but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. **UPDATES** - We recommend that this report is updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. **ADMINISTRATION EXPENSES** - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. **FINANCIAL YEAR ALREADY STARTED** - Starting levies in this report have already been set. Any adjustments will be made from the following financial year onwards.
5. **COSTS PROVIDED** - Some costings in this report were provided in the work order for projected maintenance works.
6. **HARSH ENVIRONMENT** - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
7. **SALT AIR ENVIRONMENT** - Exposure to salt air can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
8. **PAINT WITHIN LOT BOUNDARIES** - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
9. **PAINT QUOTATIONS** - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
10. **PAINT SERVICE-LIFE** - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
11. **POWDER COAT REPAINT** - Powder coated surfaces have a lengthy maintenance-free period when new. After this period, these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will require special preparation for repainting.
12. **POWDER COAT WARRANTY** - Powder coated surfaces may be subject to a manufacturer's warranty. Therefore, the manufacturer's cleaning and maintenance recommendations should be followed.
13. **ELEVATING WORKING PLATFORMS** - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
14. **BITUMEN SURFACES** - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
15. **SURFACE CLEANING** - Surface cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water restrictions.
16. **FENCES OR WALLS DIVIDING PRIVATE LOTS** - For aesthetic and practical reasons, the maintenance costs for certain fences or walls dividing private lots from one another have been included in this report.
17. **FENCES OR WALLS DIVIDING COMMON PROPERTY FROM LOTS** - For aesthetic and practical reasons, the maintenance costs for fences or walls dividing the common property from individual lots have been included in this report.

- 18. BOUNDARY FENCES OR WALLS** - Maintenance of fences or walls between properties is regulated under the Fencing Act 1978, which states that neighbours have equal responsibility for dividing fences or walls (excluding retaining walls). As such, a 50% rate has been used for all maintenance work on boundary fences or walls.
- 19. BOUNDARY RETAINING WALLS** - The law regarding retaining walls dividing properties is not settled and therefore the responsibility for maintaining them varies depending on a range of factors including who built the retaining wall, whose property it is on, and who benefits from its construction. For the purpose of this report we have presumed that the maintenance costs will be shared equally with neighbouring properties. As such, a 50% rate has been used for all maintenance work on boundary retaining walls.
- 20. LIFTS** - The design of a lift requires continual maintenance. Maintenance is required due to the complexity of the engineering and electronic systems in the structure, external elements and the lift car. We have provisioned replacement costs which are normally outside of the comprehensive lift maintenance contract which, in our professional opinion, all buildings with lifts must have in place.

After 20 to 30 years of service, lifts may reach the end of their cost effective life. From this point lifts may experience decreasing performance along with an increase in required service. We have provisioned for lift replacement based on the age and current visual condition of the lift. In addition we take into account the following factors:

- **Obsolescence (Mechanical, Electrical & Software)**

Even though these elements can be supported at a stretch, it is prohibitively expensive to do so which adds cost and complexity into the maintenance regime. The additional cost in maintenance to facilitate reliability far outweighs the cost of new lift in the long term.

- **Building Code changes from year to year**

What may be relevant today, tends to change over time – hence the requirement to plan for upgrades every 10 years or as required.

- **Unforeseen environment impacts**

Flooding, Electrical surges & Misuse/Vandalism which are not covered by either the maintenance contract or building insurance.

- 21. METAL ROOFS** - Metal roofs may have a service life of 60 years or more with proper care and maintenance.
- 22. PAINTING CONTRACT** - A painting contract has been included in this report for years 1-2. It has been assumed that this contract will be renewed at the end of its life, with a cost increase for inflation.
- 23. PROPERTY AGEING** - The current levies are too low to maintain and improve the property over the next 30 years. The maintenance cost on this type of property during the early years is typically low but as the property ages, it is essential to budget for major works and upgrades.
- 24. MEETING** - I want to thank Andrew Carey for meeting with me, giving me access to the building and informing me of past, current & proposed works.
- 25. HEIGHT ALLOWANCE** - Funds allocated for painting & remedial works can be used for many types of access equipment including, but not limited to scaffolding, boom lifts, cherry pickers, rope access, etc.
- 26. ALUMINIUM** – Aluminium materials and structures may have a service life of 40 years or more with proper care and maintenance.

Report Notes

Long-Term Maintenance Plan Review

This forecast satisfies the current requirements of the *Unit Titles Act 2010*, the *Unit Titles (Strengthening Body Corporation Governance and Other Matters) Amendment Act 2022* and the *Unit Titles Regulations 2011*.

Unit Titles Act 2010 (NZ) Section 116 Long-Term Maintenance Plan Review

- (1) A body corporate must establish and regularly maintain a Long-Term Maintenance Plan Review.
- (2) A Long-Term Maintenance Plan Review must cover a period of at least 10 years from the date of the plan or the last review of the plan.
- (3) The purpose of a Long-Term Maintenance Plan Review is to –
 - (a) Identify future maintenance requirements and estimate the costs involved; and
 - (b) Support the establishment and management of the funds; and
 - (c) Provide a basis for the levying of owners of principal units; and
 - (d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

Unit Titles Regulations 2011 (NZ) Section 30 Long-Term Maintenance Plan Reviews (as amended)

- (1) A Long-Term Maintenance Plan Review must—
 - (a) cover—
 - (i) the common property, building elements, and infrastructure of the unit title development; and
 - (ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
 - (aa) summarise the current state of the common property; and
 - (b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
 - (c) state the period covered by the plan; and
 - (d) state the estimated age and life expectancy of each item covered by the plan; and
 - (e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
 - (f) state whether there is a long-term maintenance fund; and
 - (fa) state the sources of funding for the plan; and
 - (g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
 - (h) state who has prepared the plan.
- (1A) A body corporate must apply the amount each year to maintain the fund that it has determined under subclause (1)(g), less any amount that has been applied to maintain any item in that year.
- (2) A body corporate must carry out a review of its plan once every 3 years.
- (3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 Section 30A Long-Term Maintenance Plan Reviews for large unit title developments

- (1) This regulation applies to a Long-Term Maintenance Plan Review for a large unit title development.
- (2) Regulation 30(1)(d), (e), and (g) does not apply to a large unit title development's Long-Term Maintenance Plan Review in respect of the period that is more than 10 years from the date of the plan for the last review of the plan (years 11 to 30).
- (3) A large unit title development's Long-Term Maintenance Plan Review must provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied

to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long-Term Maintenance Plan Review applies to all buildings whether they are a leaky building or not. A Long-Term Maintenance Plan Review assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long-Term Maintenance Plan Review obviously does not involve this process. However, the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate). This plan deals only with estimating the timing of physical obsolescence.

Improvements - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. Allowances for ongoing maintenance programs allows funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years according to section 30(2) of the *Unit Titles Regulations 2011*. We recommend a minimum of bi-annual updates.

Your FREE amendment (conditions) - In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.

Supipi Devadittiya
Apartment 10, Capri Apartments
10/5 The Mall Mount Maunganui
Tauranga, 3116

2nd March 2025

Quay Property Management – Re: Capri Apartments
Level 5, Harrington House Cnr Willow St and, Harrington Street
Tauranga, 3110

Re: Subject: Compassionate Request for an Indoor Cat Exception

Dear Body Corporate Committee,

My name is Supipi, and I live alone in Apartment 10. I am writing with a humble and heartfelt request for permission to keep a cat in my home. I truly appreciate and respect the concerns about potential damage to gardens, noise disturbances, or the possibility of a pet wandering unsupervised in shared areas.

However, the cat I wish to adopt is an older, extremely shy companion who lives strictly indoors. She barely even goes up to a window, let alone ventures outside. Her timid demeanour and gentle nature mean she would remain virtually unnoticed by anyone in our complex. I truly believe she would not pose any risk of noise, damage to gardens, or other disturbances.

Living alone can feel isolating at times, and having her companionship would bring me immeasurable comfort and peace of mind. I fully respect the rules in place to ensure a harmonious community, and I am more than willing to abide by any specific guidelines or stipulations you see fit - such as periodic inspections or and even a probation period, after which you can evaluate whether she has caused any disturbances.

Thank you kindly for your time and for considering my plea. If there is any additional information you need, or any further steps you would like me to take, please let me know. I truly appreciate your understanding and compassion.

Warm regards,



Supipi Devadittiya