



17th January 2024

The Committee
Hume House BC 83149
152 The Terrace
WELLINGTON

Dear Committee

**RE: HUME HOUSE – 152 THE TERRACE BC 83149
BODY CORPORATE MANAGEMENT COMMITTEE**

Please find enclosed the following:

- Notice of Meeting & Agenda
- Minutes from the previous BCMC
- Facilities Management Report
- Facilities Activity Report
- Financial Statements & Commentary

We look forward to seeing you at the meeting.

Regards,

A handwritten signature in black ink, appearing to read 'Jan Viljoen', is positioned above the typed name.

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

Encl:

**NOTICE OF MEETING OF
HUME HOUSE – 152 THE TERRACE BC 83149
BODY CORPORATE MANAGEMENT COMMITTEE
To be held via Zoom Conference
Friday 26th January 2024 at 12:00 noon**

AGENDA

- 1. Register of attendance and apologies**
 - a. Conflict of Interest Register

- 2. Minutes of previous meeting**
 - a. Approval motion and signing by Chair
 - b. Matters not arising elsewhere

- 3. Facilities Management Report**
 - a. Manager's Report
 - b. Health & Safety

- 4. Quarterly Financial Report**
 - a. Statements of financial performance and position
 - b. Debtors and creditors
 - c. Variance analysis against budget

- 5. Administrative issues**
 - a. Meeting scheduling

- 6. General Business**
 - a. Windows & Façade Project



**MINUTES OF MEETING
HUME HOUSE BODY CORPORATE 83149
MANAGEMENT COMMITTEE MEETING
Conducted via Zoom on
Friday 13 October 2023 at 12:00 noon**

www.ypm.co.nz, select "member login" Username: bc83149 Password: bw847y

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (Chair)
Ben Pearson
Linley Caudwell
Brendan Ralph

Jan Viljoen - YPM

Apologies

None

1.2 Quorum

A quorum of 3 was present and the meeting proceeded.

1.3 Conflict of Interest

None declared.

2.0 Previous minutes

Moved: By ordinary resolution that the Minutes of the BCMC Meeting of 20 September 2023 be accepted as a true version of proceedings.

Linley/Chair/carried

Matters arising not covered elsewhere:

The Chair gave a brief update regarding the legal advice obtained in respect of Items Stored in Auxiliary Areas. Rule 23 of the Operational Rules dealing with Hazards, Insurance and Fire Safety covers this aspect. The committee can therefore insist on the removal of such items which poses a H&S risk in the event of fire or an earthquake. If not done, they can arrange for the removal of the items at owners' cost. This matter will be further discussed in the future.

3.0 Facilities Management Report

With only a few weeks since the previous meeting, Jan only mentioned the following:

- YPM is still awaiting an alternative quote for the fire door replacement on level 4 from Duncan & Taylor.
- YPM is obtaining quotes for replacement of the CCTV system. Two have been received and the third one is expected shortly.

Linley raised the inconvenience caused by the recent lift breakdown. With one lift not working, the other one would not go down to ground floor. Jan advised that this is due to the age of the lifts and the way they are set up with no easy solution.

Health & Safety

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

4.0 Financial Report

4.1 Financial Accounts

Jan spoke to the financial accounts for the year ended 30 September 2023. Brendon queried the allocation of an invoice from Wight Aluminium to LTM Roof Contract. This needs to be reallocated to Cladding Consultants as part of the Window & Façade Project.

Action: Nilufa (YPM)

Moved: By ordinary resolution that the financial reports for the year ended 30 September 2023 be approved subject to the above amendment.

Brendan/Linley/carried

The meeting next discussed the proposed 2024 budget and LTMP. Both of these were approved for presentation to the AGM without change.

5.0 Administrative issues

07 Nov'23	BCMC	Tues	12:00
26 Jan'24	AGM	Fri	12:00
23 Apr'24	BCMC	Tues	12:00
09 Aug'24	BCMC	Fri	12:00

The meeting discussed the election of office bearers and all committee members as well as the Chair indicated their availability for re-election.

6.0 General Business

Project Update

The Chair provided an update on her latest discussions with the project manager and architects. They confirmed that the cost estimates do not include GST. The southern windows are excluded from the scope due to the existing windows not being compliant with building code. The gap between the two building is so small, making it virtually impossible to do the work or otherwise extremely costly. If WCC was to become aware of the non-compliance, the apartments would no longer be able to use the rooms as bedrooms which would significantly impact the value of the units. The seismic flashing between the buildings protects this face of the building from the elements with no known weather tightness issues with these windows.

Following the recently identified increase in the estimated cost of the project, the committee continued to discuss how the various project options should be presented to owners for a decision. Ben suggested a further option being a maintenance project. This might not need building consent thus removing the requirement to upgrade the fire system in the Annex. The Chair will confirm this with the architects. Such a maintenance project could extend the life of the existing windows, allowing time to accumulate more funds for the window and façade project as part of the LTMP.

Action: Chair

Brendan undertook to prepare a spreadsheet comparing the various project options and associated cost estimates. The Chair will prepare the narrative to accompany Brendan's spreadsheet for presentation to the AGM. This information pack will need to be ready for distribution by Friday 20 October due to the AGM being scheduled for 7 November and paperwork needing to go out two weeks before the meeting.

Action: Brendan/Chair

The committee agreed to meet before the above deadline to discuss the proposed information pack and its presentation.

The Chair also undertook to contact the current project manager to confirm if they would be able to manage the potential maintenance project.

Action: Chair

There being no further business, the meeting closed at 1:15pm.

Signed Date
Chairperson



**HUME HOUSE BODY CORPORATE 83149
FACILITIES MANAGEMENT REPORT
5 October 2023 – 17 January 2024**

INSURANCE:

Broker: Crombie Lockwood

Insurer: NZI 60% QBE 20% OMPL 15% ANDO 5%

Expiries: 1 April 2024

5 October 2023 – 17 January 2024

- Meetings on the Terrace/Unit D – water ingress reported on 12 July 2023 (#C0943342). Insink were engaged and traced the leak to Unit D’s washing machine. An insurance claim has been lodged and accepted. An Assessor has been appointed and is arranging repairs to be completed.
- Meetings on the Terrace/Unit A – water ingress reported on 9 September 2022 (#C0789590/#FA212519). Insink were engaged and traced the leak to Unit A’s washing machine. An insurance claim has been lodged and accepted. An Assessor has been appointed and is arranging for repairs to be completed. Awaiting final settlement confirmation.
- Lift Plant Room Door – following an entrapment on 21 February 2023 (#C0859697/#FA223495) FENZ attended and in the process when gaining access to the lift machine room they have damaged the door. An insurance claim has been lodged, accepted and an Assessor has been appointed. Duncan & Taylor completed the repairs in November 2023. Awaiting final settlement confirmation.
- Unit 34 – water ingress reported on 20 November 2023 (#C01005195) during strong winds. Wellington Abseiling & Maintenance were engaged to investigate. An insurance claim has been lodged, accepted and an Assessor has been appointed. The Assessor is arranging for repairs to be completed.

12 September 2023 – 4 October 2023

- Meetings on the Terrace/Unit D – water ingress reported on 12 July 2023 (#C0943342). Insink were engaged and traced the leak to Unit D’s washing machine. An insurance claim has been lodged and accepted. An Assessor has been appointed and is arranging repairs to be completed.
- Meetings on the Terrace/Unit A – water ingress reported on 9 September 2022 (#C0789590/#FA212519). Insink were engaged and traced the leak to Unit A’s washing machine. An insurance claim has been lodged and accepted. An Assessor has been appointed and is arranging for repairs to be completed. Awaiting final settlement confirmation.
- Lift Plant Room Door – following an entrapment on 21 February 2023 (#C0859697/#FA223495) FENZ attended and in the process when gaining access to the lift machine room they have damaged the door. An insurance claim has been lodged, accepted and an Assessor has been appointed. Duncan & Taylor have installed the new fire door and have only the painting to complete which is scheduled for 20 October 2023.

CLEANING, Common Area:

Contractor: Freedom Cleaning

5 October 2023 – 17 January 2024

- Nothing to report during this period.

12 September 2023 - 4 October 2023

- Nothing to report for this period.

ELECTRICITY**Contractors: Genesis
Mainline Electrical****5 October 2023 – 17 January 2024**

- Various lights out and a sensor replaced during this reporting period. Mainline Electrical attended site and fixed.

12 September 2023 - 4 October 2023

- Switch Boards – Mainline Electrical carried out the 6-monthly visual check of the switch boards throughout the building.
- Various lights and a sensor out during this reporting period. Mainline Electrical attended site and fixed.

FIRE COMPLIANCE**Contractors: Equans NZ Limited
ADT Fire Monitoring****5 October 2023 – 17 January 2024**

- Fire Compliance Services completed some passive fire repairs during this reporting period.
- False Fire Activation – Equans attended to a false fire activation on 8 January 2024. Activation was traced to the sprinkler system had dropped pressure. Equans pumped the system to normal state and reinstated the fire panel.
- Level 4, Fire Door Replacement – during passive fire works completed by Fire Compliance Services they reported that the West Level 4 fire door is warped affecting the smoke sealing of the door and have suggested a possible door replacement being required. Fire Compliance Services provide a quote (#0632, \$7,654.11 incl GST) and was sent to the Chair for review. The Body Corporate has asked for a second quote and Duncan & Taylor have been engaged, waiting to receive their quote.

12 September 2023 - 4 October 2023

- Fire Compliance Services completed some passive fire repairs during this reporting period.
- Level 4, Fire Door Replacement – during passive fire works completed by Fire Compliance Services they reported that the West Level 4 fire door is warped affecting the smoke sealing of the door and have suggested a possible door replacement being required. Fire Compliance Services provide a quote (#0632, \$7,654.11 incl GST) and was sent to the Chair for review. The Body Corporate has asked for a second quote and Duncan & Taylor have been engaged, waiting to receive their quote.

BUILDING WARRANT OF FITNESS (BWOFF)**Contractor: CoveKinloch
Expiry: 9 July 2024****5 October 2023 – 17 January 2024**

- Nothing to report during this period.

12 September 2023 - 4 October 2023

- Trial Evacuations – Safety First carried out the trial evacuation on 7 September 2023. Some items to note, specifically that Residents are blocking the main lobby exit after evacuating and not giving FENZ clear access to the building. An email was sent to All Owners and Property Managers advising of issues and asking they advise their Tenant(s) if applicable.
- Trial Evacuations – Safety First Renewal Agreement has been resigned for a further period of 24 months.

**RUBBISH COLLECTION:****Contractor: Waste Management NZ Limited****5 October 2023 – 17 January 2024**

- Nothing to report during this period.

12 September 2023 - 4 October 2023

- Nothing to report this period.

LIFT MAINTENANCE:**Contractor: Otis Elevator Company Limited****5 October 2023 – 17 January 2024**

- Scheduled lift maintenance was carried out by Otis during this period.

12 September 2023 - 4 October 2023

- Lift Lockbox – with the new fire door fitted to the lift plant room, a new lockbox containing the key has also been installed. Otis have 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.

SECURITY ACCESS:**Access Control: CSINZ****DOORS):****Mechanical/Electrical (Main Lobbies): Elite Services****5 October 2023 – 17 January 2024**

- Elite Services completed preventative maintenance during this reporting period.
- Main Lobby Doors – during a recent preventative maintenance inspection it was determined that the Residential and Annex main lobby doors require track, wheel (residential) and floor guide (annex) repairs due to wear and tear. The quote was approved by the Chair and awaiting a scheduled date for work to be completed.

12 September 2023 - 4 October 2023

- Elite Services completed preventative maintenance during this reporting period.

GENERAL:**5 October 2023 – 17 January 2024**Building/Window/Gutter/Moss Wash - Annual

Window Cleaning Contractors completed the building/window/gutter/moss clean in August and October 2023.



Annex Roof Tile Replacement

The Committee has discussed YPM's suggestion to the Project Team to include replacement of the roof tiles during the HH-WaFUP Project. The Committee will discuss how to progress this matter.

Copper Network Removal

In the coming months Chorus plan to withdraw the copper network from fewer than three percent of homes and businesses that use copper today. This will apply to streets where fibre is already available. The Hume House complex is affected and will need to move to fibre or another technology to stay connected to broadband and phone services.

CCTV Upgrade

YPM has obtained quotes from (in no particular order) Alpha NZ, Prosecure and Waterford Security which has been sent to the Chair for review.

Door Slamming

Unit 14 – the Owner of another Unit reported in September 2023 that Unit 14 needs to slam their Apartment door to close it which was noisy and disturbing neighbours. Fire Compliance Services have been engaged to install new smoke seals.

Gardening

Nothing to report during this period.

General Maintenance

Nothing to report during this period.

Graffiti

SB Maintenance have attended site to remove graffiti from the building during this period.

Safety Anchors

Goleman completed the annual safety anchor inspection in December 2023. Expires 13 December 2024.

Water Ingress

Unit E – the Owner reported water ingress in the kitchen on 13 December 2023. Insink were engaged and traced the cause to a cowl on the roof. Insink arranged to return in January 2024 (after the Christmas break) and carried out repairs. The Owners confirmed to Insink that this was the only water ingress issue they have within the Unit.

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

The HH-WaFUP Project Team to provide an update at the next BCMC meeting.

Window Issues

Unit 33 – the Owner reported a gap in the window which is preventing it from closing on 29 December 2023. Mike's Glass were engaged and carried out a repair.

Surveys

Asbestos – completed 27 November 2018.

HSNZ – completed 23 September 2016.

Safety Anchors – certified, expires 30 November 2023.

Fire Evacuation Scheme – New Scheme approved by FENZ. Memos with new procedures have been given to all residents. Trial Evacuations to be carried out by Safety First every 6 months.

Louise Jago
Facilities Manager
Body Corporate 83149

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	Engie
Insurance Broker	Crombie Lockwood
Elevators	Otis
Locksmith	Master Locksmiths
Plumbing	In Sink
TV Reception	Aerial Master
Waste collection	Waste Management

Please see attached detailed Activity Report for the period.



HUME HOUSE BODY CORPORATE No. 83149

FINANCIAL STATEMENTS AND COMMENTARY

FOR THE PERIOD 1 OCTOBER 2023 TO 31 DECEMBER 2023

CONTENTS

- Commentary
- Statement of Financial Performance
- Statement of Financial Position
- Accounts Receivable Balance Summary
- Accounts Payable Balance Summary
- Variance Analysis
- Transaction Detail by Account
- Long Term Maintenance Plan

HUME HOUSE BODY CORPORATE No. 83149
FINANCIAL REPORT: 1 OCTOBER 2023 to 31 DECEMBER 2023

1. Financial Accounts

The Body Corporate's Statement of Financial Performance for the period 1 October 2023 to 31 December 2023 and Financial Position as at 31 December 2023 are attached. Also attached is a variance analysis against budget for the period.

These show a deficit from routine operations for the period of \$4,458 compared to a break even budget. Net income was made up as follows:

	Net Ordinary Income	Net Other Income	Net Income
(Deficit)/Surplus	(\$4,458)	-	(\$4,458)

As at 31 December 2023 total Long Term Maintenance Fund was \$209,043 and Windows & Façade Upgrade Fund was \$200,155. Total Equity as a Contingency Fund was \$22,110.

The Long Term Maintenance Fund was made up as follows:

	31 December 2023	30 September 2023
Opening balance	\$189,456	\$185,469
Less LTM expenditure for the period	-	\$65,705
Add Transfers for the period	\$19,587	\$69,691
Rounding	-	\$1
Closing balance	\$209,043	\$189,456

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

	31 December 2023	30 September 2023
Special Levy Phrase 1	\$229,863	\$300,000
Less Windows & Façade expenditure for the period	\$29,707	\$70,137
Add Transfers for the period	-	-
Rounding	(\$1)	-
Closing balance	\$200,155	\$229,863

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

	31 December 2023	30 September 2023
Opening balance Surplus/(Deficit)	\$26,568	\$23,247
Net Income	(\$4,458)	\$3,321
Closing balance	\$22,110	\$26,568

2. Accounts Receivable & Payable

Listings of receivable and payable balances as at 31 December 2023 are attached.

Regarding receivables: As at 31 December the net receivable balance was \$20,556 in credit. This was made up of total credit balances of \$28,125 being levies paid in advance and total debit balances of \$7,569 being levies and on charges in arrears.

Regarding payables: As at 31 December the payable balance was \$8,141. These were manageable within normal commercial payment terms.

3. Cash Position

As at 31 December 2023 the Body Corporate had \$427,329 cash on hand of which \$381,016 was held in interest earning accounts.

4. Variance Analysis

A variance analysis against budget for the period 1 October 2023 to 31 December 2023 is attached. The budget approved at the 2023 AGM is effective from 1 January 2024. Routine expenditure was 6% or \$4,458 over budget. Variances of note were:

- Building Wash/Window Clean (+\$7,453). Annual payment.
- Insurance (-\$4,075).
- Total repairs & Maintenance (-\$2,782).
- Water rates (+\$4,177). Issues at WCC Water have resulted in erratic and late water use reading. It appears that previous estimates were too low.

A transaction detail by account report is attached. This shows details of all expenditure incurred by the Body Corporate over the reporting period.

5. 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.

6. Conclusion

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

C Holgate

Callan Holgate
Body Corporate Accountant
Your Property Matters Ltd

17 January 2024

Hume House Body Corporate No. 83149
Statement of Financial Performance
 October through December 2023

	Oct - Dec 23
Ordinary Income/Expense	
Income	
Body Corporate Levies	80,925
Total Income	80,925
Expense	
BC - Facilities Management	5,349
BC - Management	6,622
Building Compliance/WOF	1,704
Building Wash/Window Clean	9,453
Common Area Cleaning	1,833
Common Area Electricity	1,935
Fire Systems	
Contracts	1,379
Total Fire Systems	1,379
Health & Safety	845
Honorary	500
Insurance	37,243
Lift Maintenance Contract	2,721
Lift Telephone	208
Professional Services	1,044
Repairs & Maintenance	
R&M Graffiti	24
R&M Lighting	1,014
R&M Other	2,642
Total Repairs & Maintenance	3,680
Rubbish Collection	3,939
Water Rates	6,927
Total Expense	85,383
Net Ordinary Income	-4,458
Other Income/Expense	
Other Income	
Long Term Maintenance	
LTM Levy	15,750
Bank Interest	3,739
Late Payment Penalties	132
Total Long Term Maintenance	19,621
Transfer from/(to) LTM Fund	-19,587
Total Other Income	34
Other Expense	
Window & Facade Upgrade Expense	
Trnsf from/(to) Window & Facade	-29,707
Cladding - Consultants	23,362
Cladding - Contractors	6,345
Total Window & Facade Upgrade Expense	0
Income Tax Expense	34
Total Other Expense	34
Net Other Income	0
Net Income	-4,458

Hume House Body Corporate No. 83149
Statement of Financial Position
 As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Current Account (00)	46,313
Westpac Online Bonus Saver (26)	328,073
Westpac Savings Account (17)	<u>52,943</u>
Total Chequing/Savings	427,329
Accounts Receivable	
Accounts Receivable	<u>-20,556</u>
Total Accounts Receivable	-20,556
Other Current Assets	
Accounts Rec Other	
Disclosure Statement	<u>690</u>
Total Accounts Rec Other	690
Prepaid Expenses	3,374
Prepaid Insurance	37,243
Resident Withholding Tax	383
Taxation Refund Receivable	<u>849</u>
Total Other Current Assets	42,540
Total Current Assets	<u>449,312</u>
TOTAL ASSETS	<u>449,312</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>8,141</u>
Total Accounts Payable	8,141
Other Current Liabilities	
Accounts Payable Other	
General	6,863
Honorarium	<u>3,000</u>
Total Accounts Payable Other	9,863
Total Other Current Liabilities	<u>9,863</u>
Total Current Liabilities	18,004
Long Term Liabilities	
Windows & Facade Upgrade Fund	200,155
Long Term Maintenance Fund	<u>209,043</u>
Total Long Term Liabilities	409,198
TOTAL LIABILITIES	<u>427,203</u>
NET ASSETS	<u>22,110</u>
EQUITY	
Opening Balance	26,568
Net Income	<u>-4,458</u>
TOTAL EQUITY	<u>22,110</u>

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17/01/24

Hume House Body Corporate No. 83149 Accounts Receivable Balance Summary

Please note a (-) sign denotes levies paid in advance

	<u>Dec 31, 23</u>
21 SG & SM Waldron Family Trust	4,679.15
Wgtn Electricity Lines Ltd(mail invoice)	1,599.21
25 L Yap	748.28
27 L Yap	296.26
34 Kuchit-Desjarlais Family Trust	192.04
08 Deong Bo Ding	50.82
33 B & M Pearson Family Trust	1.72
32 B & M Pearson Family Trust	1.12
31 B & M Pearson Family Trust	0.66
18 C Cresswell	-0.07
15 Srivasto & Margaret Parsad	-0.08
84 (C) Goran Savic	-1.27
19 ROMA JAD Limited	-209.94
02 J Colenso & R Kim	-1,621.74
80 (G) KG Trust	-2,016.02
09 152 The Terrace Limited	-2,102.00
12 Hestia Family Trust	-2,513.54
06 L Caudwell	-2,608.52
85 (B) R & J McMillen (Email only)	-3,468.31
07 Malcom Hodge & Moana Meyer	-3,580.74
14 Will & Hyper Ltd	-4,791.00
22 Mark Hashimoto (Email only)	-5,211.93
TOTAL	<u>-20,555.90</u>

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17/01/24

Hume House Body Corporate No. 83149
Accounts Payable Balance Summary
As of December 31, 2023

	<u>Dec 31, 23</u>
Elite Services 2008 Ltd	470.35
Goleman Wellington Ltd	730.25
Mainline Electrical (WN) Ltd	440.57
Proviso Projects	6,477.26
Your Property Matters Ltd	23.00
TOTAL	<u>8,141.43</u>

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 17/01/24
 Accrual Basis

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

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Body Corporate Levies	80,925	80,925	0	100%
Total Income	80,925	80,925	0	100%
Expense				
Bank Fees	0	13	-13	0%
BC - Facilities Management	5,349	5,240	109	102%
BC - Management	6,622	6,248	374	106%
Building Compliance/WOF	1,704	1,070	635	159%
Building Wash/Window Clean	9,453	2,000	7,453	473%
Common Area Cleaning	1,833	3,000	-1,167	61%
Common Area Electricity	1,935	1,875	60	103%
Fire Systems				
Contracts	1,379	1,125	254	123%
Repairs & Maintenance	0	1,375	-1,375	0%
Total Fire Systems	1,379	2,500	-1,121	55%
Health & Safety	845	200	645	423%
Honorary	500	500	0	100%
Insurance	37,243	41,319	-4,075	90%
Insurance Valuation	0	325	-325	0%
Lift Maintenance Contract	2,721	3,125	-404	87%
Lift Telephone	208	208	2	101%
Professional Services	1,044	750	294	139%
Repairs & Maintenance				
R&M Graffiti	24	150	-126	16%
R&M Lighting	1,014	688	327	148%
R&M Other	2,642	5,000	-2,358	53%
R&M Roof Repairs	0	625	-625	0%
Total Repairs & Maintenance	3,680	6,463	-2,782	57%
Rubbish Collection	3,939	3,093	846	127%
Security	0	250	-250	0%
Water Rates	6,927	2,750	4,177	252%
Total Expense	85,383	80,925	4,458	106%
Net Ordinary Income	-4,458	0	-4,458	100%
Other Income/Expense				
Other Income				
Long Term Maintenance				
LTM Levy	15,750	15,750	0	100%
Bank Interest	3,739	3,739	0	100%
Late Payment Penalties	132	132	0	100%
Total Long Term Maintenance	19,621	19,621	0	100%
Transfer from/(to) LTM Fund	-19,587	-19,587	0	100%
Total Other Income	34	34	0	100%
Other Expense				
Window & Facade Upgrade Expense				
Trnsf from/(to) Window & Facade	-29,707	-29,707	0	100%
Cladding - Consultants	23,362	23,362	0	100%
Cladding - Contractors	6,345	6,345	0	100%
Total Window & Facade Upgrade Expense	0	0	0	0%
Income Tax Expense	34	34	0	100%
Total Other Expense	34	34	0	100%
Net Other Income	0	0	0	0%
Net Income	-4,458	0	-4,458	100%

Hume House Body Corporate No. 83149
Transaction Detail by Account
 October through December 2023

11:53 AM
 17/01/24
 Accrual Basis

Type	Date	Num	Name	Amount	Balance	Description
BC - Facilities Management						
Bill	1/10/2023	36433	Your Property Matters Ltd	5,349.37	5,349.37	01/10/23 - 31/12/23 Facilities Management quarterly fee
Total BC - Facilities Management				5,349.37	5,349.37	
BC - Management						
Bill	1/10/2023	36433	Your Property Matters Ltd	6,122.57	6,122.57	01/10/23 - 31/12/23 BC Quarterly Contracted payments
Bill	31/10/2023	36903	Your Property Matters Ltd	292.10	6,414.67	Oct 23 Weatherlight project eg windows/facade
Bill	30/11/2023	37014	Your Property Matters Ltd	184.00	6,598.67	Nov 23 Weatherlight project eg windows/facade
Bill	31/12/2023	37230	Your Property Matters Ltd	23.00	6,621.67	Dec 23 Behaviour Issues
Total BC - Management				6,621.67	6,621.67	
Building Compliance/WOF						
General Journal	1/10/2023	552R		836.63	836.63	Reverse of GJE 552 - Sep 23 Prepaid 01/10/23 - 31/12/23
Bill	10/10/2023	TW 537974-1	Wellington City Council	870.85	1,707.48	Pre application fee
Bill	1/12/2023	INV-23349	CoveKitch Compliance	836.63	2,544.11	01/01/24 - 31/03/24 Building Compliance services
General Journal	31/12/2023	565		-836.63	1,704.48	Dec 23 Prepaid 01/01/24 - 31/03/24
Total Building Compliance/WOF				1,704.48	1,704.48	
Building Wash/Window Clean						
Bill	31/10/2023	INV-69023	Window Cleaning Contractors	9,453.00	9,453.00	Window cleaning, building wash, gutter cleaning & roof treatment.
Total Building Wash/Window Clean				9,453.00	9,453.00	
Common Area Cleaning						
General Journal	1/10/2023	553R		-916.55	-916.55	Reverse of GJE 553 - Sep 23 Accrual
Bill	2/10/2023	INV-0330	Freedom Cleaning Ltd	916.55	0.00	Oct 23 Common area cleaning
Bill	26/10/2023	INV-0341	Freedom Cleaning Ltd	916.55	916.55	Nov 23 Common area cleaning
Bill	26/11/2023	INV-0355	Freedom Cleaning Ltd	916.55	1,833.10	Dec 23 Common area cleaning
Total Common Area Cleaning				1,833.10	1,833.10	
Common Area Electricity						
General Journal	1/10/2023	554R		-160.00	-160.00	Reverse of GJE 554 - Sep 23 Acc 22/09/23-30/09/23
Bill	25/10/2023	336265682	Genesis Energy	686.80	526.80	22/09/23 - 24/10/23 Estimated reading
Bill	23/11/2023	336847115	Genesis Energy	568.04	1,124.84	25/10/23 - 22/11/23 Estimated reading
General Journal	31/12/2023	566		810.00	1,934.84	Dec 23 Acc 23/11/23-31/12/23
Total Common Area Electricity				1,934.84	1,934.84	
Disclosure Statement						
Tax Invoice	17/10/2023	5052	09 152 The Terrace Limited	-690.00	-690.00	For Provision of Pre Contract Disclosure Statement re Unit 9
Bill	19/10/2023	36743	Your Property Matters Ltd	690.00	0.00	For Provision of Pre Contract Disclosure Statement re Unit 9
Adjustment Note	6/11/2023	5054	09 152 The Terrace Limited	690.00	690.00	Reverse duplicated charge- For Provision of Pre Contract Disclosure Statement re Unit 9 issued ...
General Journal	31/12/2023	575		-690.00	0.00	Dec Acc
Total Disclosure Statement				0.00	0.00	
Fire Systems						
Contracts						
Bill	1/10/2023	50859930	Johnson Controls Australia ...	323.85	323.85	01/10/23 - 31/12/23 Primary Fire System Monitoring
Bill	1/10/2023	53296	Safety First	350.75	674.60	07/09/23 Trial evacuation & debrief meeting
Bill	13/10/2023	545496	Engle Services via EQUANS	251.14	925.74	07/09/23 Trial evacuation
Bill	31/10/2023	544259	Engle Services via EQUANS	453.02	1,378.76	01/08/23 - 31/10/23 Preventive Maintenance INV DATED 21/08/23
Total Contracts				1,378.76	1,378.76	
Total Fire Systems				1,378.76	1,378.76	

Hume House Body Corporate No. 83149
Transaction Detail by Account
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Accrual Basis

Type	Date	Num	Name	Amount	Balance	Description
Health & Safety						
Bill	3/11/2023	36804	Your Property Matters Ltd	115.00	115.00	Renewal of Annual ControlPoint fee 2023 - 2024
Bill	18/12/2023	2623	Goleman Wellington Ltd	730.25	845.25	Height Safety recertification
Total Health & Safety				845.25	845.25	
Honorarium						
General Journal	1/10/2023	555R		-2,000.00	-2,000.00	Reverse of GJE 555 - Sep 23 Acc
General Journal	31/12/2023	567		2,500.00	500.00	Dec 23 Acc
Total Honorarium				500.00	500.00	
Insurance						
General Journal	1/10/2023	556R		74,486.68	74,486.68	Reverse of GJE 556 - Sep 23 Prepaid 01/10/23 -01/04/24
General Journal	31/12/2023	568		-37,243.34	37,243.34	Dec 23 Prepaid 01/01/24 -01/04/24
Total Insurance				37,243.34	37,243.34	
Lift Maintenance Contract						
General Journal	1/10/2023	557R		2,720.69	2,720.69	Reverse of GJE 557 - Sep 23 Prepaid 01/10/23-31/12/23
Total Lift Maintenance Contract				2,720.69	2,720.69	
Lift Telephone						
Bill	6/10/2023	429198348	Spark NZ Trading	69.35	69.35	01/10/23 - 30/10/23 ph 473 5810
Bill	6/11/2023	429198348	Spark NZ Trading	69.35	138.70	01/11/23 - 30/11/23 ph 473 5810
Bill	6/12/2023	429198348	Spark NZ Trading	69.35	208.05	01/12/23 - 31/12/23 ph 473 5810
Total Lift Telephone				208.05	208.05	
Professional Services						
Bill	31/10/2023	B161348	Morrison Kent	1,044.41	1,044.41	Oct 23 Storage Issue
Total Professional Services				1,044.41	1,044.41	
Repairs & Maintenance						
R&M Graffiti						
Bill	31/10/2023	671474	SB Maintenance Ltd	24.15	24.15	17/10/23 Removed graffiti from building
Total R&M Graffiti				24.15	24.15	
R&M Lighting						
Bill	2/11/2023	125462	Mainline Electrical (WN) Ltd	343.05	343.05	01/11/23 Replaced 2x lights lift area with LED & light timing in lift area on Lev 5
Bill	8/12/2023	125688	Mainline Electrical (WN) Ltd	230.46	573.51	07/12/23 Check & replaced downlight outside room A & F with LED
Bill	14/12/2023	125708	Mainline Electrical (WN) Ltd	440.57	1,014.08	13/12/23 Check lights & replaced lights on Lev 4 hallway. Replace new LED fitting south nook.
General Journal	31/12/2023	564		0.01	1,014.09	Small balance write off
Total R&M Lighting				1,014.09	1,014.09	

Hume House Body Corporate No. 83149
Transaction Detail by Account
October through December 2023

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Accrual Basis

Type	Date	Num	Name	Amount	Balance	Description
R&M Other						
Tax Invoice	2/10/2023	5048	INSURANCE PMNTS REC...	-300.00	-300.00	02/10/2023DIRECT CREDITIAG NEW ZEALANDC094342NZI Ins02201374025300...
Tax Invoice	3/10/2023	5049	INSURANCE PMNTS REC...	-75.00	-375.00	03/10/2023DIRECT CREDITOFFSHORE MARKET PLACOffshore NetClaim Paymen...
Tax Invoice	3/10/2023	5050	INSURANCE PMNTS REC...	-25.00	-400.00	03/10/2023DIRECT CREDITHollandAndo ClaimsPayment-0162COM-C0276778\$25....
Tax Invoice	3/10/2023	5051	INSURANCE PMNTS REC...	-100.00	-500.00	03/10/2023DIRECT CREDITTQBRE INSURANCEXIS ReleburnsF C000406056\$100.00
Bill	11/10/2023	554815	Oris Elevator Company Ltd	383.42	-106.58	02/10/23 Replaced ground floor hall button which is broken.
Tax Invoice	19/10/2023	5053	INSURANCE PMNTS REC...	-270.02	-376.60	IAG NEW ZEALAND C0789890 NZI Ins 0220182294
Bill	27/10/2023	556331	Oris Elevator Company Ltd	686.80	320.30	20/10/23 Duncan & Taylor scheduled painting new fire door on lift plant room isolate lift 2
Bill	15/11/2023	INV-04649	Wellington Abseiling & Main...	1,851.50	2,171.80	Rope access labour per hour. Materials parking sundries
Bill	30/11/2023	458583	Elite Services 2008 Ltd	470.35	2,642.15	Sep 23 auto door service
				<u>2,642.15</u>	<u>2,642.15</u>	
Total Repairs & Maintenance				3,680.39	3,680.39	
Rubbish Collection						
Bill	31/10/2023	IAC6960721	Waste Management NZ Ltd	1,104.14	1,104.14	Oct 23 Rubbish removal
Bill	24/11/2023	IAC5968526	Waste Management NZ Ltd	626.52	1,730.66	Balance of this invoice which was credited against CR490286 6/01/23 in error
Bill	30/11/2023	IAC7084770	Waste Management NZ Ltd	1,104.14	2,834.80	Nov 23 Rubbish removal
General Journal	31/12/2023	569		1,104.14	3,938.94	Dec 23 Acc
				<u>3,938.94</u>	<u>3,938.94</u>	
Total Rubbish Collection						
Water Rates						
General Journal	1/10/2023	556R	Wellington City Council	-1,207.27	-1,207.27	Reverse of GJE 558 -- Sep 23 Acc 10/08/23-30/09/23
Bill	31/10/2023	1184802		3,185.33	1,978.06	09/08/23 - 04/10/23 Water rates
General Journal	31/12/2023	570		4,948.64	6,926.70	Dec 23 Acc 05/10/23-31/12/23
				<u>6,926.70</u>	<u>6,926.70</u>	
Window & Facade Upgrade Expense						
Trnsf from/to) Window & Facade						
General Journal	31/12/2023	574		-29,707.28	-29,707.28	Dec 23 Trnsf to Fund
				<u>-29,707.28</u>	<u>-29,707.28</u>	
Cladding - Consultants						
Bill	1/10/2023	PP 01.02.011...	Proviso Projects	1,449.00	1,449.00	Aug 23 Window Refurbishment Project INV DATED 08/09/23
Bill	1/10/2023	10102023	Proviso Projects	6,477.26	7,926.26	Sep 23 Payment claim, - Facade works project
Bill	1/10/2023	WINTER067...	Rawlinsons	3,723.13	11,649.39	Aug 23 & Sep 23 Preparation of Concept Estimate for Hume House facade works special project
Bill	10/10/2023	PP 01.02.011...	Proviso Projects	1,552.50	13,201.89	Sep 23 Window Refurbishment Project
Bill	10/11/2023	PP 01.02.011...	Proviso Projects	3,208.50	16,410.39	Oct 23 Window Refurbishment Project
Bill	30/11/2023	WINTER067...	Rawlinsons	4,053.75	20,464.14	Aug 23 General billable. Preparation of Preliminary estimate.
Bill	11/12/2023	PP 01.02.011...	Proviso Projects	2,898.00	23,362.14	Nov 23 Window Refurbishment Project
				<u>23,362.14</u>	<u>23,362.14</u>	
Total Cladding - Consultants						
Cladding - Contractors						
Bill	1/10/2023	1004590	Interact Architects Ltd	2,854.88	2,854.88	Progress claim on Developed Design package INV DATED 30/09/23
Bill	30/11/2023	1004662	Interact Architects Ltd	3,490.26	6,345.14	Progress claim on Developed Design package INV DATED 30/09/23
				<u>6,345.14</u>	<u>6,345.14</u>	
Total Cladding - Contractors				0.00	0.00	
Total Window & Facade Upgrade Expense				0.00	0.00	

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Accrual Basis

Hume House Body Corporate No. 83149 Transaction Detail by Account

October through December 2023

Type	Date	Num	Name	Amount	Balance	Description
Income Tax Expense						
General Journal	1/10/2023	559R		-838.15	-838.15	Reverse of GJE 559 -- Sep 23 Period end tax acc
General Journal	31/12/2023	571		972.09	33.94	Dec 23 Period end tax acc
Total Income Tax Expense				33.94	33.94	
TOTAL				85,416.93	85,416.93	

