

**Hume House  
Body Corporate 83149**

**Notice of the  
2024 EXTRAORDINARY GENERAL MEETING**

To be conducted via: Zoom Conference

Date:  
Wednesday, 31<sup>st</sup> July at 12.00 noon

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Website: [www.ypm.co.nz](http://www.ypm.co.nz), select "Member Login" Username: bc83149 Password: bw847y

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## **2024 EXTRAORDINARY GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149**

Please find enclosed,

- Notice & Agenda
- Proxy form
- Postal voting form
- Proposed Special Levy Schedule
- Provisio Window Replacement Project
- Updated Windows & Façade Repair Project
- ECI One Floor Programme
- Price Estimate Programme
- FPL Façade Repairs & Window Replacement
- Hume House Staging Example
- Rawlinsons Elemental Estimate Summary
- Hume House Rawlinsons Tender Notes
- Owner Contact Details Form

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

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

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

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

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

We look forward to seeing you.

Yours sincerely



Dricky Croucamp  
**Your Property Matters Ltd**  
**Body Corporate Manager for BC 83149**

22 July 2024

**HUME HOUSE CORPORATE 83149**  
**2024 EXTRAORDINARY GENERAL MEETING**

**AGENDA:**

**1.0 Meeting Formalities**

- 1.1 Present
- 1.2 Proxies
- 1.3 Apologies
- 1.4 Postal Votes
- 1.5 Quorum
- 1.6 Conflict of Interest

**2.0 Windows & Façade Repair Project**

Results.

**2.1 Windows and Facade Upgrade Project**

As per the attached documentation, the scope of the work has changed significantly. The original budget voted on at the 2023 AGM was \$3,800,000. The new budget is \$5,532,000 (incl GST).

**Resolutions:**

*Ordinary Resolution: That the Body Corporate elects to proceed with the proposed new scope of the windows and façade upgrade.*

*Ordinary Resolution: That the Body Corporate raises a special levy of \$5,300,000 based on utility interest payable by 11 September 2024 to fund the new scope of the windows and facade upgrade project.*

Notes:

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

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

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

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

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

**Section 99: Request for poll**

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

**Section 100: Counting of votes if poll requested**

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

3. Procedure if no quorum present:

**Regulation 13: Quorum**

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

#### 4. Ownership and Utility Interests

##### **Section 38: Ownership interest**

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

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

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

## Proxy Appointment Form

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

To:

Charlene Newall (Charlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

### Proxy appointment

We/I\*, \_\_\_\_\_ [full name, address], being the owner/owners\* of \_\_\_\_\_ [principal unit] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint \_\_\_\_\_ [full name] as my/our\* proxy for the purposes of the general meeting of the body corporate to be held on 31 July 2024.

\*Select one.

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

### Motions.

Motion	Type of resolution	Direction On Resolution
That the Body Corporate elects to proceed with the proposed new scope of the windows and façade upgrade.	Ordinary (non-designated)	
Ordinary Resolution: That the Body Corporate raises a special levy of \$5,300,000 based on utility interest payable by 11 September 2024 to fund the new scope of the windows and facade upgrade project.	Ordinary (non-designated)	

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of eligible voter: \_\_\_\_\_

### Notes

1. This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.
3. Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.

4. If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
5. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
7. The chairperson of the meeting is not required to ensure that your proxy follows any direction on resolution set out in the form.
8. When entering a direction on resolution, you can use the statements such as (for example):
  - I am for (which means you support)
  - I am against (which means you do not support)
  - I abstain (which means you decline to vote either for or against the motion)
9. It is recommended that you provide the instructions in this form to your proxy before delivering it to the body corporate in the manner required.

## Postal Voting Form

As per [Section 103](#), Unit Titles Act 2010

To: Charlene Newell (Charlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

### Instructions

You are entitled to vote at the body corporate meeting to be held on 31 July 2024 by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to Your Property Matters Limited so that it is received by 30 July 2024.

### Postal vote

We/I\*,

\_\_\_\_\_ [full name, address], being the

owner/owners\* of \_\_\_\_\_ [unit number] and therefore an eligible voter within

the meaning of [section 96\(1\)](#) of the Unit Titles Act 2010, intend to cast the following postal

vote(s) at the meeting of the body corporate to be held on 31 July 2024 via Zoom

Conference.

\*Select one.

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Body Corporate elects to proceed with the proposed new scope of the windows and façade upgrade.	Ordinary (non-designated)		
Ordinary Resolution: That the Body Corporate raises a special levy of \$5,300,000 based on utility interest payable by 11 September 2024 to fund the new scope of the windows and facade upgrade project.	Ordinary (non-designated)		

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of eligible voter: \_\_\_\_\_

1. The body corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if anybody corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
4. If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.
6. If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

**HUME HOUSE BODY CORPORATE No. 83149**  
**Approved Special Levy Windows & Façade Upgrade Project**  
**Due & Payable TBC**

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Spec Levy
									\$
1	1682			AU72	6	1/6 AU41	6	1694	89,782.00
2	1546			AU71	6	1/6 AU41	6	1558	82,574.00
3	1427			AU70	6	1/6 AU41	6	1439	76,267.00
4	2025			AU69	6	1/6 AU41	6	2037	107,961.00
5	1951			AU68	6	1/6 AU41	6	1963	104,039.00
6	2212	AU56	282	AU67	6	1/6 AU41	6	2506	132,818.00
7	1708			AU78	6	1/6 AU42	6	1720	91,160.00
8	1568			AU77	6	1/6 AU42	6	1580	83,740.00
9	1448			AU76	6	1/6 AU42	6	1460	77,380.00
10	2057	AU40	339	AU75	6	1/6 AU42	6	2408	127,624.00
11	1982	AU50	339	AU74	6	1/6 AU42	6	2333	123,649.00
12	2249	AU48	339	AU73	6	1/6 AU42	6	2600	137,800.00
13	1733					1/6 AU43	6	1739	92,167.00
14	1591					1/6 AU43	6	1597	84,641.00
15	1468					1/6 AU43	6	1474	78,122.00
16	2089	AU57	282			1/6 AU43	6	2377	125,981.00
17	2012	AU58	396			1/6 AU43	6	2414	127,942.00
18	2283					1/6 AU43	6	2289	121,317.00
19	1759					1/6 AU44	6	1765	93,545.00
20	1613					1/6 AU44	6	1619	85,807.00
21	1489					1/6 AU44	6	1495	79,235.00
22	2119					1/6 AU44	6	2125	112,625.00
23	2042					1/6 AU44	6	2048	108,544.00
24	2318					1/6 AU44	6	2324	123,172.00
25	1784					1/6 AU45	6	1790	94,870.00
26	1635					1/6 AU45	6	1641	86,973.00
27	1509					1/6 AU45	6	1515	80,295.00
28	2150					1/6 AU45	6	2156	114,268.00
29	2072					1/6 AU45	6	2078	110,134.00
30	2353					1/6 AU45	6	2359	125,027.00
31	2505	AU59	396			1/4 AU46	6	2907	154,071.00
32	2022					1/4 AU46	6	2028	107,484.00
33	1983					1/4 AU46	6	1989	105,417.00
34	3034	AU60	396			1/4 AU46	6	3436	182,108.00
38	9067	AU39	6	AU53	396			9469	501,857.00
80(G)	2744			AU62	396	1/7AU87	6	3146	166,738.00
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	2723	144,319.00
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	3334	176,702.00
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	2867	151,951.00
84(C)	2493	AU63	396			1/7AU87	6	2895	153,435.00
85(B)	2930	AU61	396			1/7AU87	6	3332	176,596.00
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	3771	199,863.00
<b>Totals:</b>	<b>92723</b>		<b>4866</b>		<b>2165</b>		<b>246</b>	<b>100000</b>	<b>5,300,000.00</b>

# 152 THE TERRACE HUME HOUSE

WINDOW REPLACEMENT PROJECT

STATUS UPDATE REPORT 04/07/24.

PREPARED FOR  
SAYA HASHIMOTO  
HUME HOUSE COMMITTEE CHAIR



## 1. PROJECT PROGRESS

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

- Detailed design complete ready for consent lodgment
- Intrusive site investigations complete
- Main contractor pricing complete
- Fire safety solution for Meetings on the Terrace resolved
- Pricing for build works and sprinkler system reviewed by quantity surveyor
- Construction methodology tested for best solution to minimize tenant impact

## 2. INTRUSIVE INVESTIGATION FINDINGS

Under the ECI arrangement the main contractors were required to undertake work to a test window, taking out the linings to expose the frames to provide surety to the design. This exercise was also to provide details to develop a suitable construction methodology and programme to complete.

Once the linings were removed it was apparent that there are two major issues with the proposed replacement works.

1. Asbestos was found in the mastic of the window frames. This was tested as non-friable so can be removed by a trained contractor without the need for air monitoring or testing, however the contractors would include air testing for peace of mind.
2. The concrete sills showed structural defects that are unfeasible to repair, meaning replacement is required. It was assumed that due to the age of the building and years of building maintenance being deferred that all sills in the building would be of the same condition.

To resolve the Fire and accessibility non compliances, a new sprinkler system is required to cater for Meetings on The Terrace. While designing a solution the contractor retrieved the latest BWOFF document prepared by AON and noted that there are deficient water supplies to the current system, this had been reported since 2019. The new sprinkler system required to cover Meetings on The Terrace will increase the demand even further meaning that if the required supply was not available the project would need to include for very large water storage tanks and pumps (estimated at circa \$1,500,000). The contractor queried the demand flows with Wellington Water, and it was later resolved that a valve to the site was shut off, and upon opening now provides the required demand to services the new sprinkler system which will make the site code compliant.

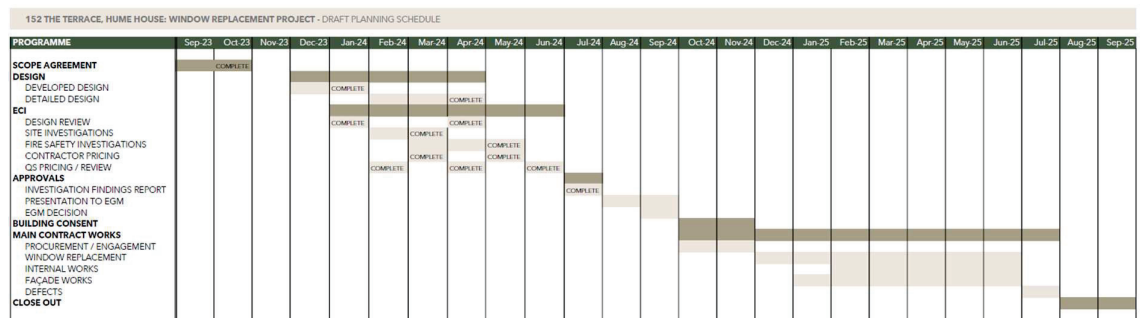


### 3. CONSTRUCTION METHODOLOGY

Through developing the project scope of works the intent has been to impact the occupants as little as possible. The original proposal allowed for windows to be swapped out in once day and the occupant could remain in the apartment for the duration of the works if desired. However, since understanding the works now required to remove the asbestos and reform the window sills adds significant time to the works.

The contractors have provided two programmes for reference, these are appended at the back of the report. The recommended programme has one entire floor being decanted at a time to enable the quickest turnaround for trades involved with removal and make good to work around the floor without continuously through the building without decanting from site. This does however mean that occupants will be required to decant their apartment for 48 working days. This is no small ask, but proved to be the most efficient way to complete the works the quickest and cost effectively. Alternatively, if the works were to be undertaken one apartment at a time, each floor would take 132 working days to complete. This would impose a construction programme of 4 years, and would add over \$1,000,000 to the current cost.

We have outlined an indicative project overview programme below based on the receiving approval to proceed in August 2024 highlighting works to be complete in August 2025. We will develop a detailed programme for review and agreement following approval to proceed with the project works.



It is noted that the scope of works required to replace the window sills and repair the façade could reasonably be associated with building maintenance work being deferred for years. There is some hope that if we can start works as soon as possible, there may be window sills that are in an acceptable condition to not need replacing, which would save time and cost to the programme. However, delaying works even longer will undoubtedly mean additional scope due to weathering, and escalated contractor pricing per 6 months of delay in starting.

### 4. PRICING

Below is a table outlining the movement in project price since the initial estimate due to the change in scope. The contractor price highlighted does have some provisional sums that have been verified by the project quantity survey that are detailed in the appendices.



**152 THE TERRACE, HUME HOUSE: WINDOW REPLACEMENT PROJECT - COST ESTIMATES**

SCOPE	ORINGINAL ROC 15/11/22	FULL SCOPE 05/09/23	MOTT EXCL. 05/09/23	MOTT & PENTHOUSE EXCL. 05/09/23	CONTRACTOR PRICING + additional scope 03/05/24
MOTT	Y	Y	N	N	N
PENTHOUSE	Y	Y	Y	N	N
TOWER	Y	Y	Y	Y	Y
FLEXIBLE FAÇADE RENDER	N	Y	Y	Y	Y
SCAFFOLDING LIFT	N	Y	Y	Y	Y
FIRE COMPLIANCE	N	Y	Y	Y	Y
MOTT ASBESTOS REMOVAL	N	Y	N	N	N
<b>BUILD COST</b>	\$ 2,332,952	\$ 4,050,686	\$ 3,488,328	\$ 3,275,113	\$ 3,817,586
CONSENT FEES (1%)	INC.	\$ 40,507	\$ 34,883	\$ 32,751	\$ 38,176
PROFESSIONAL FEES (15%)	INC.	\$ 607,603	\$ 523,249	\$ 491,267	\$ 572,638
LEGAL, FINANCE AND INSURANCE COSTS	EXCL.	EXCL.	EXCL.	EXCL.	EXCL.
BODY CORP. COSTS (STORAGE, RELOCATION, ETC.)	EXCL.	EXCL.	EXCL.	EXCL.	EXCL.
INFLATION OR ESCALATION	EXCL.	EXCL.	EXCL.	EXCL.	EXCL.
PROJECT CONTINGENCY (10%)	INC.	INC.	INC.	INC.	\$ 381,759
<b>PROJECT TOTAL COST</b>	<b>\$ 2,332,952</b>	<b>\$ 4,698,796</b>	<b>\$ 4,046,460</b>	<b>\$ 3,799,131</b>	<b>\$ 4,810,158</b>
SPENT TO DATE CONSULTANT AND CONTRACTOR FEES	N/A	N/A	N/A	N/A	-\$ 193,771
					<b>\$ 4,616,388</b>

**5. RECOMMENDATION**

Based on the condition of the building surveyed as part of the intrusive investigations, it is recommended that the scope of works, and associated pricing outlined in this report be accepted to commence works as soon as possible to avoid risk of having to further increase the scope due to weathering and maintenance being deferred.

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

Regards,



Alison Esler  
 PROVISIO PROJECTS LIMITED  
 Senior Project Manager  
 +64 27 650 6352  
[alison@provisio.co.nz](mailto:alison@provisio.co.nz)



## 6. APPENDICES

1. Main Contractor (FPL) Pricing
2. Project Quantity Surveyor (Rawlinsons) pricing review note
3. Project Quantity Surveyor (Rawlinsons) project cost schedule
4. FPL Programme Option 1
5. FPL Programme Option 1

## Update on Windows and Façade Repair Project

Dear members,

### An update on the windows and facade work below

The body corporate voted to go ahead with the high level plan at our 2023 AGM which was based on documentation only. However, results of the intrusive investigations and fire engineering requirements have changed the scope, as I advised in March 2024.

While this knowledge has reduced the risk of issues being uncovered during construction, it has meant a delay in providing the detailed plan and a need to vote again on the new scope.

Please see the attached detailed plan. The body corporate will vote on the expanded scope at our EGM at 12pm on 31 July.

### Progress to Date

- Detailed design is complete and ready for consent lodgment.
- Intrusive site investigations have been completed.
- Main contractor pricing has been obtained.
- Fire safety solution for the annex has been modified.
- Pricing for build works and sprinkler system has been reviewed by the quantity surveyor. The price submission from FPL is in line with what the quantity surveyor (Rawlinsons) is seeing in the market.

### Revised construction methodology and timings

Given the asbestos removal and window sill replacement, the project timeline has been significantly impacted. The recommended approach involves decanting one floor at a time for 48 working days per floor (about two months), which is the quickest and most cost-effective method. ***This means all residents of a floor would need to find alternative accommodation for two months.*** The cost of relocation for the two months would need to be borne by the resident or landlord.

Alternatively, working on one apartment at a time would extend the project to four years and increase costs by over \$1,000,000.

### Cost considerations

The original budget voted at the 2023 AGM was \$3,800,000. The new budget is \$5,532,000 (both inclusive of GST - note the table on p4 of Provisio Projects status report excludes GST) and includes the costs to manage asbestos, rebuild the sills and fire engineering.

Minus the \$300,000 we've already committed from the March 2023 EGM, that's \$5,232,000 - a \$1,432,000 increase (38%).

The table on p4 in the Provisio Projects status report provides a 'worst case scenario' cost and includes:

- Asbestos management
- Fire engineering - note it was originally considered that this could add \$0.5 million to the cost, however detailed planning has reduced this cost to less than half
- Replacement of all sills - note that the project manager has negotiated a per sill cost, meaning if some sills do not require work, we will receive a credit
- Contingency
- Professional fees

It does not include:

- Legal fees - usually 1-2% of construction costs
- Cost to reimburse carpark owners for vacating space for storage of building supplies

### Next Steps

Due to these changes, an Extraordinary General Meeting (EGM) will be necessary to vote on the revised project scope and associated costs. Your attendance and input will be crucial to decide the way forward.

**Yes vote:** If the detailed design is agreed by the body corporate, it will go to the Council for building consent. Providing the consent is processed in a timely manner, the special levy will be levied and construction can go ahead. There is a risk that special levies are unable to be paid by some owners.

**No vote:** If the detailed design is not agreed, the body corporate will need to come up with an alternative plan to remediate the windows and facade for weathertightness or risk:

- Difficulty insuring
- Loss of property value
- Difficulty to certify the building (Building WOF)

If you have any questions or require further information, please refer to the information provided in the quarterly chair's emails, AGM and EGM minutes, and committee meeting minutes available on the YPM website. For further inquiries, contact the committee chair email ([humehousecommitteechair@gmail.com](mailto:humehousecommitteechair@gmail.com)).

Kind regards,

Saya Hashimoto  
Chair, Hume House Body Corporate

### Background for your convenience

**A reminder that the 2020 Goleman's report said:**

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

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

### **Progress to December 2023**

A preliminary design to repair the façade and replace the windows was completed by Interact Architects in mid-2023 as agreed in a vote by the body corporate at the 2022 AGM. At the end of 2023, three contractors engaged in an Early Contractor Involvement (ECI) tender to participate in the remaining design phase through to detailed design.

The body corporate voted at our 2023 AGM on the project scope. It was decided to move ahead with the option to repair the façade and windows on the tower block and not the annex or the penthouse to maintain weathertightness by replacing the steel-framed windows, which are nearing the end of their life, and applying a flexible façade system. This decision was based on rectifying issues identified in Goleman's report in late 2020.

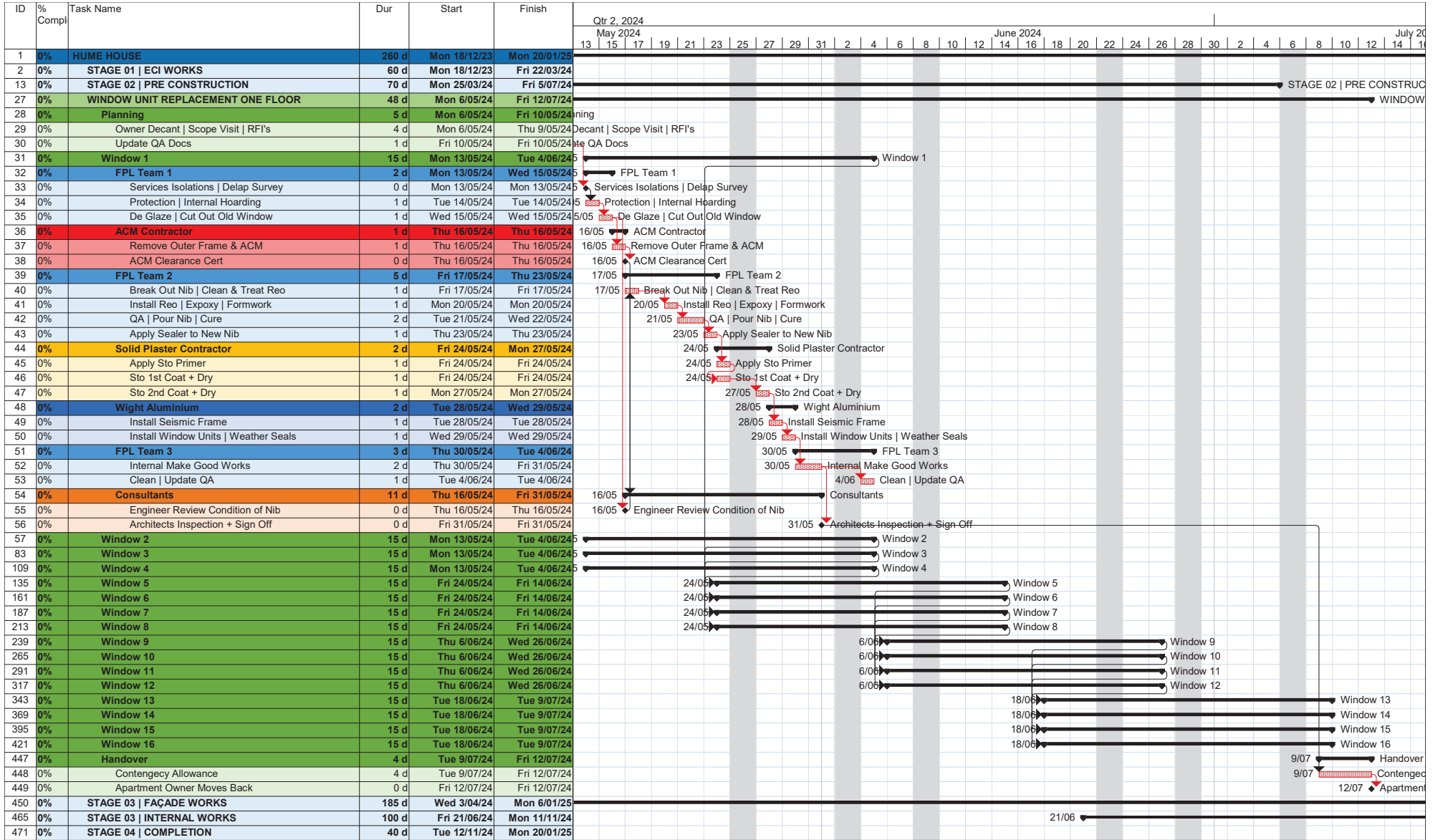
### **Issues discovered in the intrusive investigations since December 2023**

During the intrusive investigations, they identified two major issues:

1. Asbestos in window frames: Non-friable asbestos was found in the mastic of the window frames. This can be safely removed by trained contractors with air monitoring for peace of mind.
2. Structural defects in concrete sills: Significant defects were found in the concrete sills, making replacement necessary. It was assumed that all sills in the building will require similar attention in the detailed plan.

Additionally, they discovered deficiencies in the water supply for the new sprinkler system needed to cover Meetings on the Terrace. The issue was resolved by opening a previously shut valve, ensuring compliance without additional costly infrastructure such as tanks. As Wellington Water delayed their attendance, this held up the planning by months despite frequent follow ups.

# HUME HOUSE - ECI ONE FLOOR PROGRAMME 23.03.24







Focus Projects Ltd

# 152 The Terrace: Hume House.

Façade Repairs & Window Replacement

Submission Date: 3<sup>rd</sup> May 2024

Our Submission. >

3<sup>rd</sup> May 2024

Provisio Projects  
Level 1 / 44 Victoria Street  
Wellington, 6011

Attention: Alison Esler

Dear Alison,

**152 The Terrace: Hume House – Façade Repairs & Window Replacement**

We have pleasure in submitting our estimate pricing and programme for the above project.

Throughout the ECI phase this has proven to be very valuable and uncovered some significant challenges which, as a project team, we were able to work through and provide solutions. This estimate pricing has been provided on the basis that there will be the requirement to replace all the existing window nibs.

Please note the Fire Services works has been excluded from this estimate pricing as this trade is still being finalised. We would assume the works would be able to be completed within the overall programme durations concurrently.

We look forward to further working through our pricing and programme submission in due course.

Regards,



Joe Riley  
Estimator  
Focus Projects Ltd



Focus Projects Ltd

Price & Clarifications. >

## Estimate Pricing.

Trade		Total
Preliminary & General		422,927.79
Scaffolding & Access Lift		324,360.00
Interior Hoardings & Dust Protection		69,694.00
Exterior Hoardings & Temporary Weather Protection		34,178.00
Asbestos Removal to Window Openings		81,298.35
Window Demolition & Preparation Works		159,250.00
Sill Remediations		196,360.00
Head & Jamb Remediation		57,289.00
Remove & Reinstatement of Kitchens		66,640.00
Interior Make Good		119,225.00
Exterior Demolition & Weatherproofing (Flashings)		29,545.00
Extend Fire Walls		26,227.00
Accessibility Upgrades		18,460.00
Exterior Flashings & Reinstatement		64,185.00
Solid Plaster		356,646.46
Metal Windows		983,861.00
Window Treatments		63,799.96
Electrical Services		58,700.00
Offsite Overheads & Margin		203,623.00
<b>Provisional Sum</b>		
Remove & Reinstale Signs & Services on Façade		20,000.00
Concrete Façade Remediation		200,000.00
Passive Fire Requirements to Services		45,000.00
Plumbing Services		20,000.00
Making Good Flooring		7,000.00
Making Good Building Exterior & Landscaping		15,000.00
Traffic & Pedestrian Management Plan		10,000.00
	<b>Estimate Price Total Excluding GST</b>	<b>\$ 3,653,269.56</b>
<b>Excluded Items</b>		
Fire Services Upgrades		
Contingency		

## Clarifications.

### General

1. This is a preliminary estimate based on our knowledge gained throughout the ECI process and our investigations on site.
2. We have made no allowance for:
  - a. Contract works insurance (Assumed this would be undertaken by the client.)
  - b. Building Consent fees.
  - c. Fire Services trade including any associated Asbestos works or internal alterations required.
  - d. Any security guards, patrols, or security cameras.
  - e. Decanting of the apartments, temporary accommodation, or any relocation costs.
  - f. Any furniture moving to provide access or working room to the work faces.
  - g. Identification or removal of asbestos or other hazardous materials other than the know mastic containing asbestos within the window openings.
3. We have assumed:
  - a. The free use of power and water for the duration of the project.
  - b. The free use of the rear of the building to utilise for our site establishment, parking and loading in and out of materials.
  - c. No access will be provided to apartments for occupants while they are under construction.
4. We have allowed for the works to be carried out during normal working hours between 7:00am - 6:00pm Monday to Friday.
5. Please note our pricing is GST exclusive.
6. Please note any specific trade tags will be reviewed within the detailed trade evaluation submission.
7. Please note we have not included a project contingency within our estimate however we would recommend this be included for the overall project budget.
8. We have included an allowance of 30 working days within our programme for inclement weather.



Focus Projects Ltd

Methodology &  
Programme.



## Project Methodology.

Throughout the Early Contractor Involvement stage, we have been able to carry out investigation works and formulate the best construction methodology to undertake the proposed scope of works.

This project presents challenges around access to the work faces, temporary protection measures, the condition of the existing concrete structure and the presence of hazardous materials.

### Programme Summary

Through the investigation works it has highlighted two main challenges with the window replacement element.

Firstly, the poor condition of the openings which the windows are fixed into. Our programme has been formulated on the basis that a significant amount of the windowsill structure will be required to be removed and new concrete nibs formed. The forming of new nibs introduces a lot more work for the window installation process and requires a 5-to-7-day cure time prior to any waterproofing being able to be applied.

Secondly, through testing the existing mastic sealant around the window this confirmed that it contains asbestos. This has introduced the need for careful asbestos removal works to be undertaken during the window removal processes. This has further contributed to the introduction of more work and additional protection measures required.

Both items have contributed to extending the overall duration of the programme.

Currently the duration of the construction works is 333 working days – approximately 15.4 months. The programme critical path is through the window replacement element while the other scopes of works will be able to happen concurrently within this timeframe.

### Hoardings & Protection

An important part of the project is ensuring protection to each apartment while the works are being undertaken. We have allowed for all necessary hoardings and protection measures throughout the invasive works.

#### Interior Hoardings:

- We have allowed to construct hoardings a nominated distance from the workface, from the floor to the underside of the ceiling.
- The hoardings are to be constructed throughout the entire 6th floor prior to commencement of the first stage.
- Once the windows are installed, we will relocate the hoardings to the next floor below and carry out the interior remediation work to the space.
- It is our intention to repurpose one floor worth of interior hoardings for the entire building.

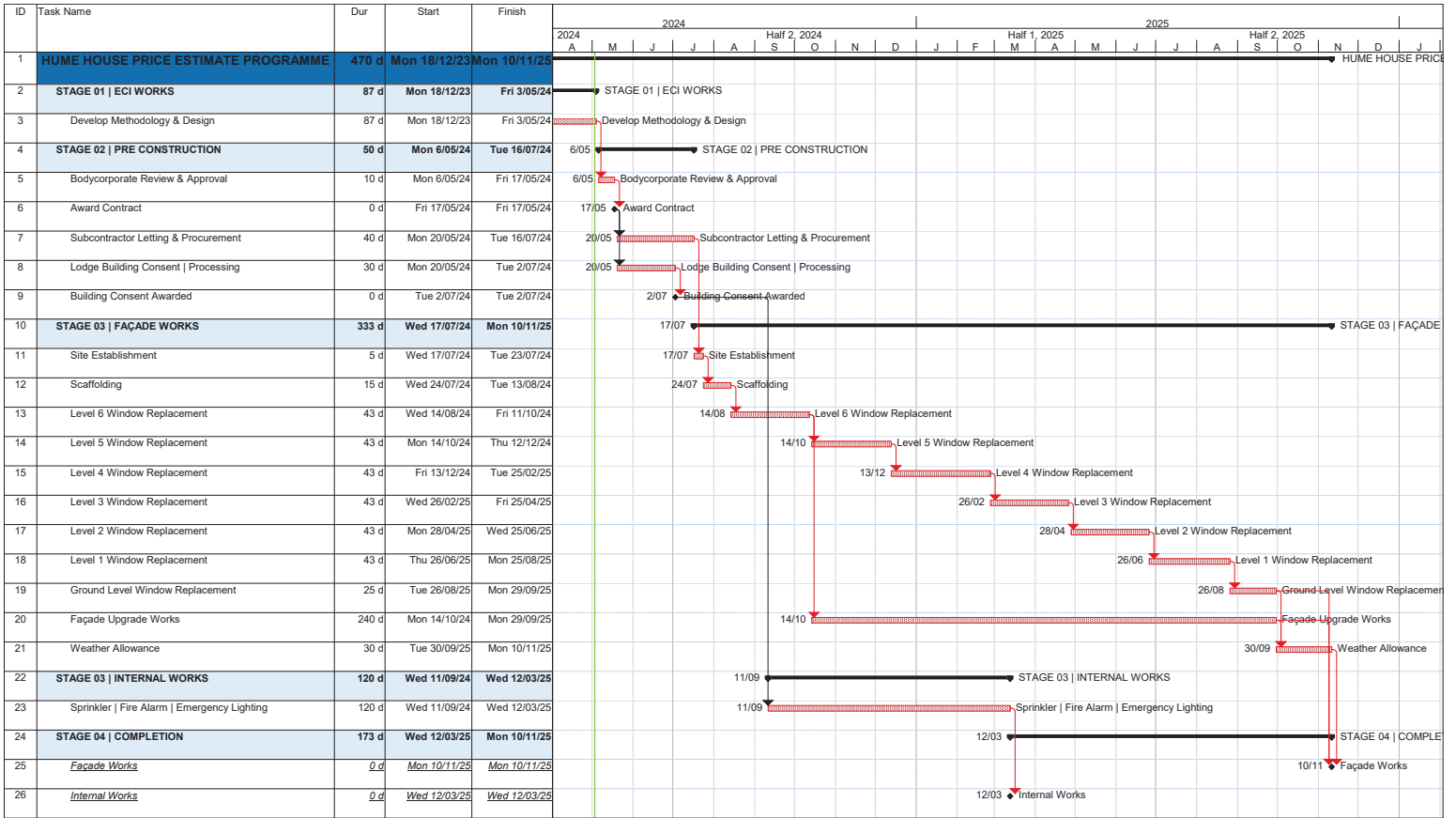
#### Floor Protection

- Prior to the installation of the interior hoardings, we will remove the existing timber skirting at the workface and install ramboard throughout the immediate working area. The existing skirting will then be pinned back on to assist in holding the ramboard in place and prevent debris from entering the junction between the carpet and wall.
- We will lay coreflute sheets as additional protection over the ramboard directly underneath the window openings, where the majority of hard debris will likely fall.

#### Exterior Protection

- Once the windows have been removed a temporary exterior hoarding will be connected to the building overnight and during any adverse weather events to provide temporary weather protection until a new window has been installed.

## HUME HOUSE - PRICE ESTIMATE PROGRAMME - 03.05.24



# Let's have a kōrero.

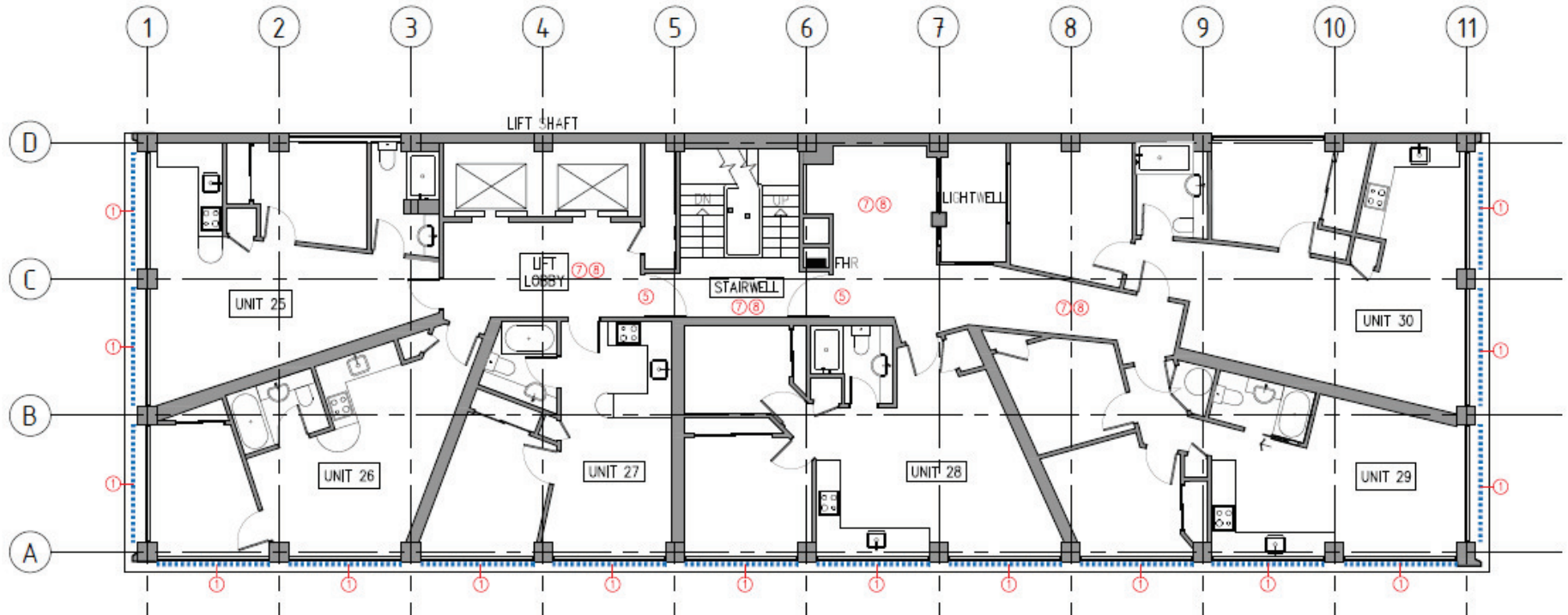


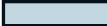










**Focus Projects Ltd**

focuspl.co.nz  
kiaora@focuspl.co.nz  
(04) 233 0338



# HUME HOUSE – STAGING EXAMPLE



- |  |   |  |
|--|---|--|
|  Isolations / Protection / Dilapidation |  Remove ACM / Clearance Cert                     |  Flexyl First and Second Coat                 |
|  Internal Hoarding                      |  Break Out Nib / Treat Reo                       |  Install Seismic Frame                        |
|  External Hoarding                      |  Form Nib / Drill Starters / Epoxy / Pour + Cure |  Install Window Units / Glaze / Weather Seals |
|  De Glaze & Cut Out Mullions            |  Flexyl Prep                                     |  Internal make Good Works                     |

# HUME HOUSE – STAGING EXAMPLE

## Isolations & Protection



# HUME HOUSE – STAGING EXAMPLE

## Internal Hoarding



# HUME HOUSE – STAGING EXAMPLE

## External Hoarding & De Glaze



# HUME HOUSE – STAGING EXAMPLE

## ACM Removal



# HUME HOUSE – STAGING EXAMPLE

Break Out Nib & Treat Reo



# HUME HOUSE – STAGING EXAMPLE

Repairs / Starters / Formwork



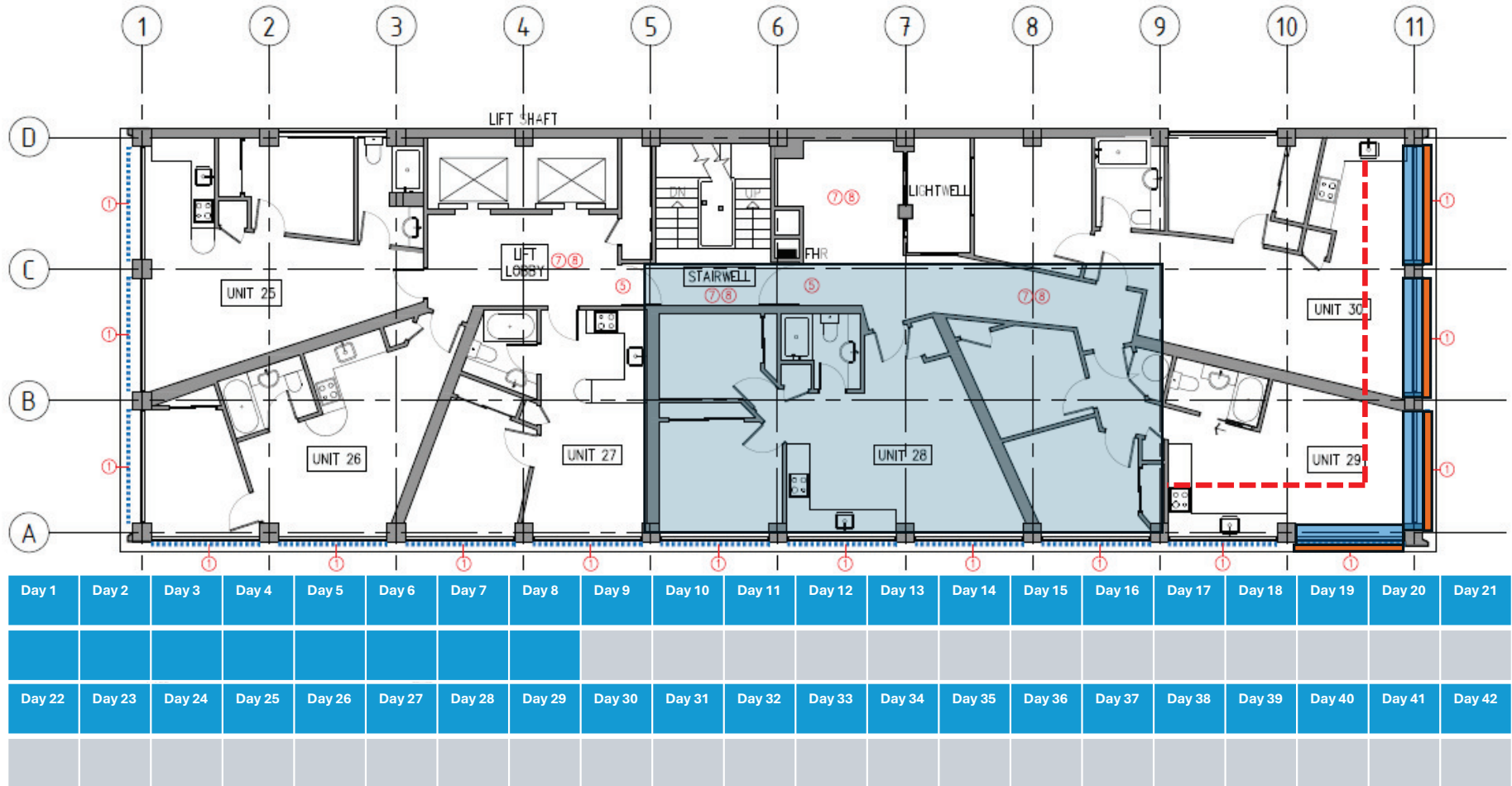
# HUME HOUSE – STAGING EXAMPLE

Pour + Cure



# HUME HOUSE – STAGING EXAMPLE

Cure





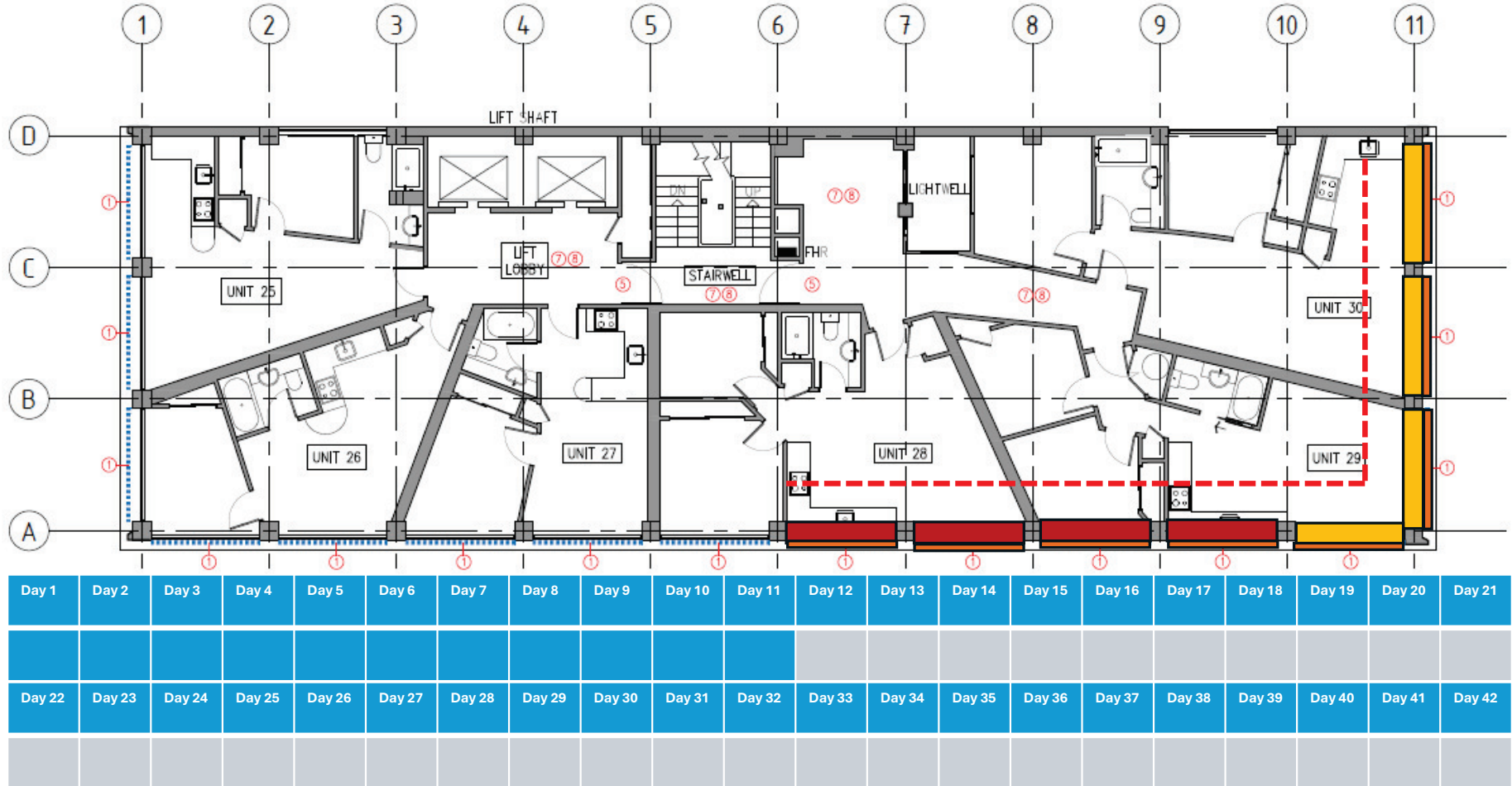
# HUME HOUSE – STAGING EXAMPLE

Cure



# HUME HOUSE – STAGING EXAMPLE

Flexyl Prep



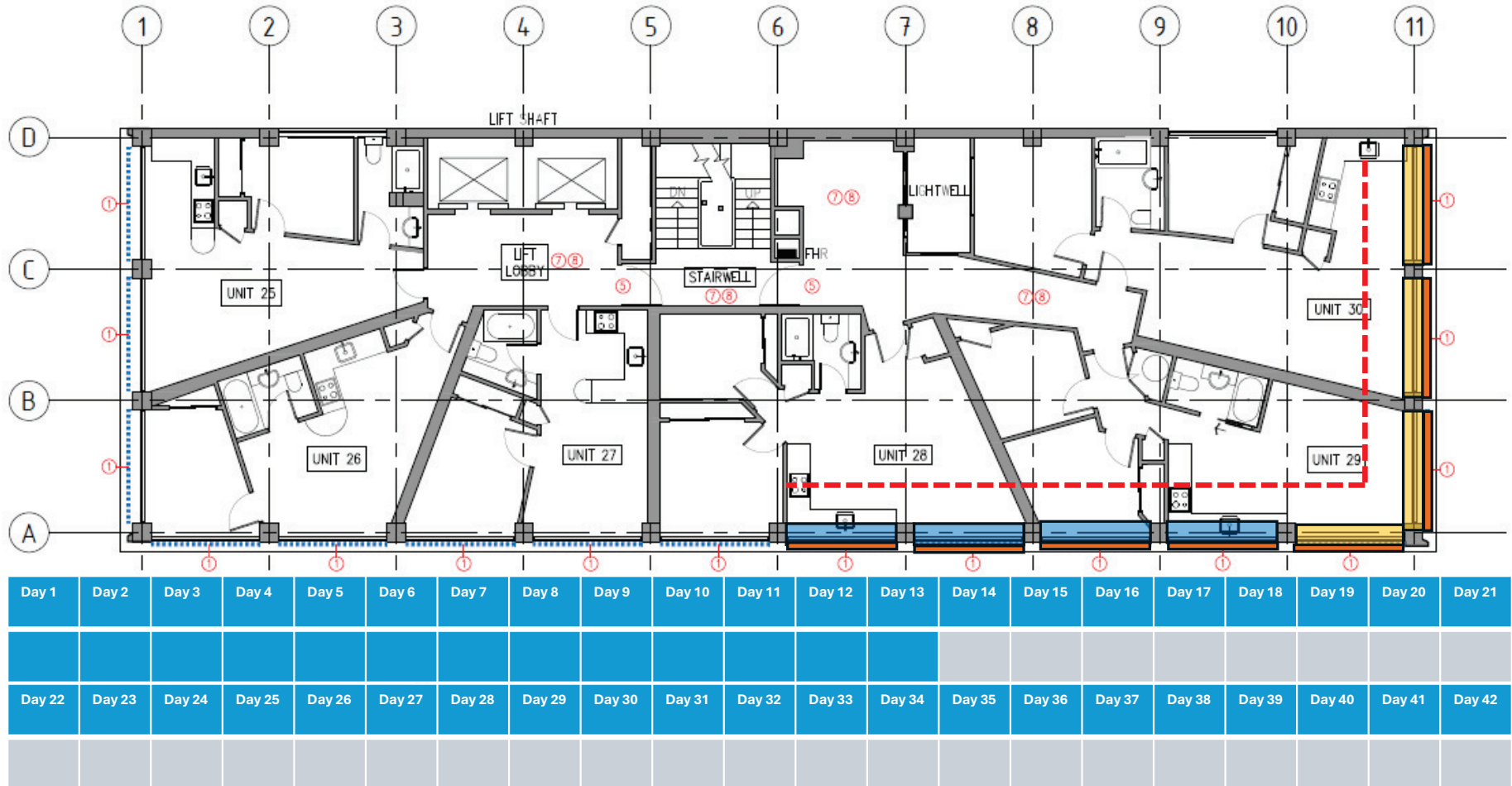
# HUME HOUSE – STAGING EXAMPLE

Flexyl 1<sup>st</sup> Coat



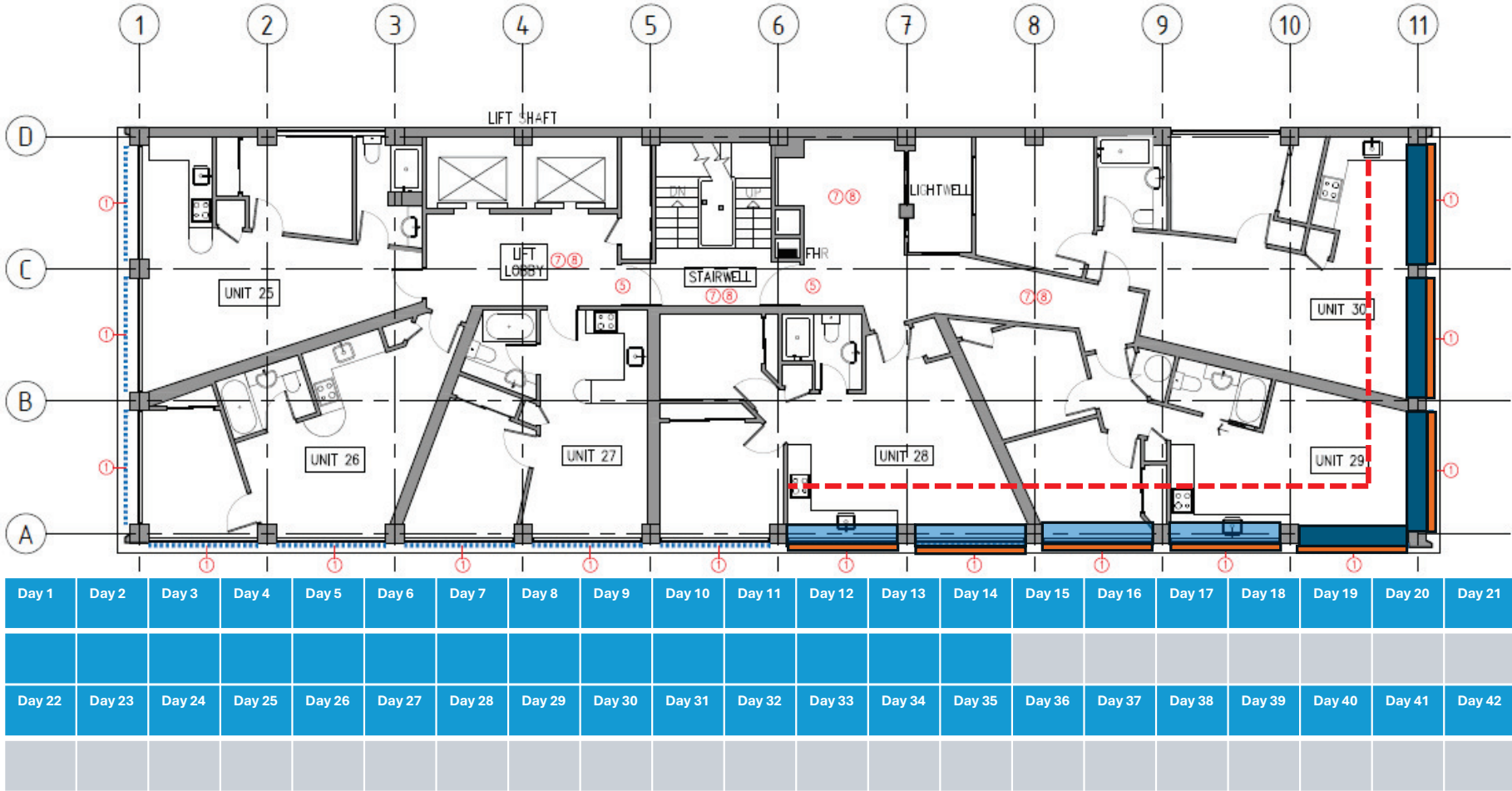
# HUME HOUSE – STAGING EXAMPLE

Flexyl 2<sup>nd</sup> Coat



# HUME HOUSE – STAGING EXAMPLE

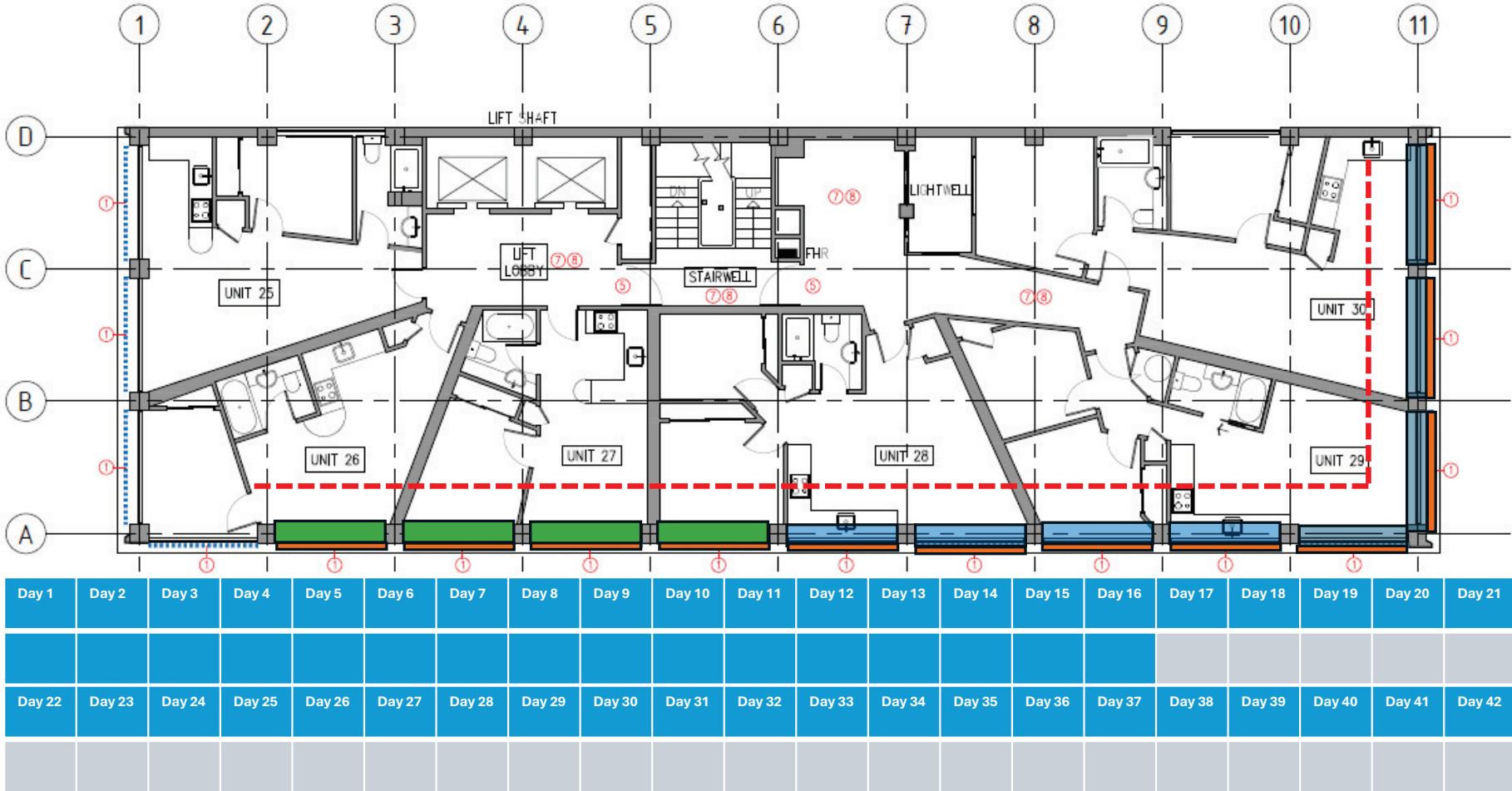
Install Seismic Frame





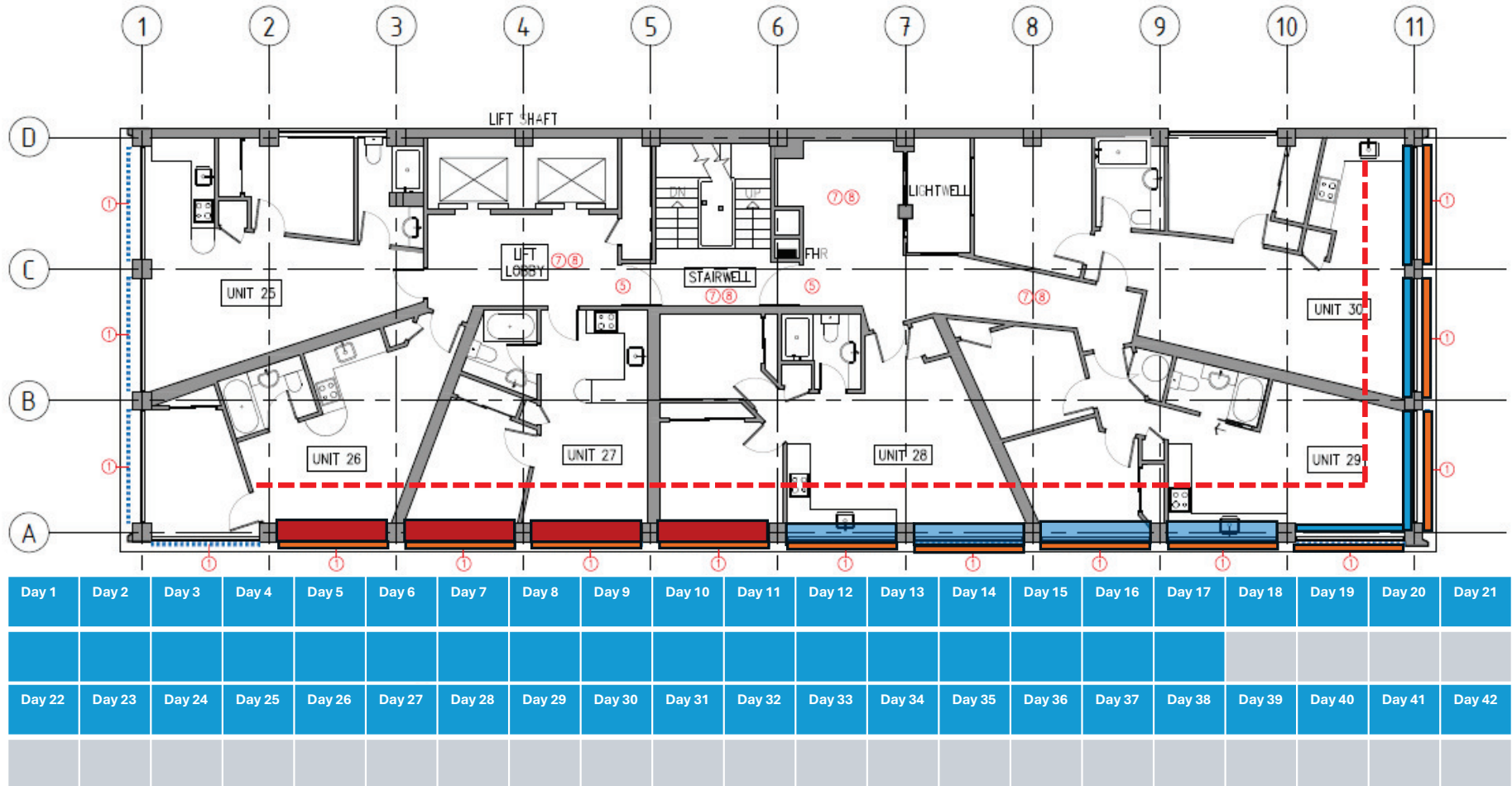
# HUME HOUSE – STAGING EXAMPLE

Install Glazing / Weather Seal



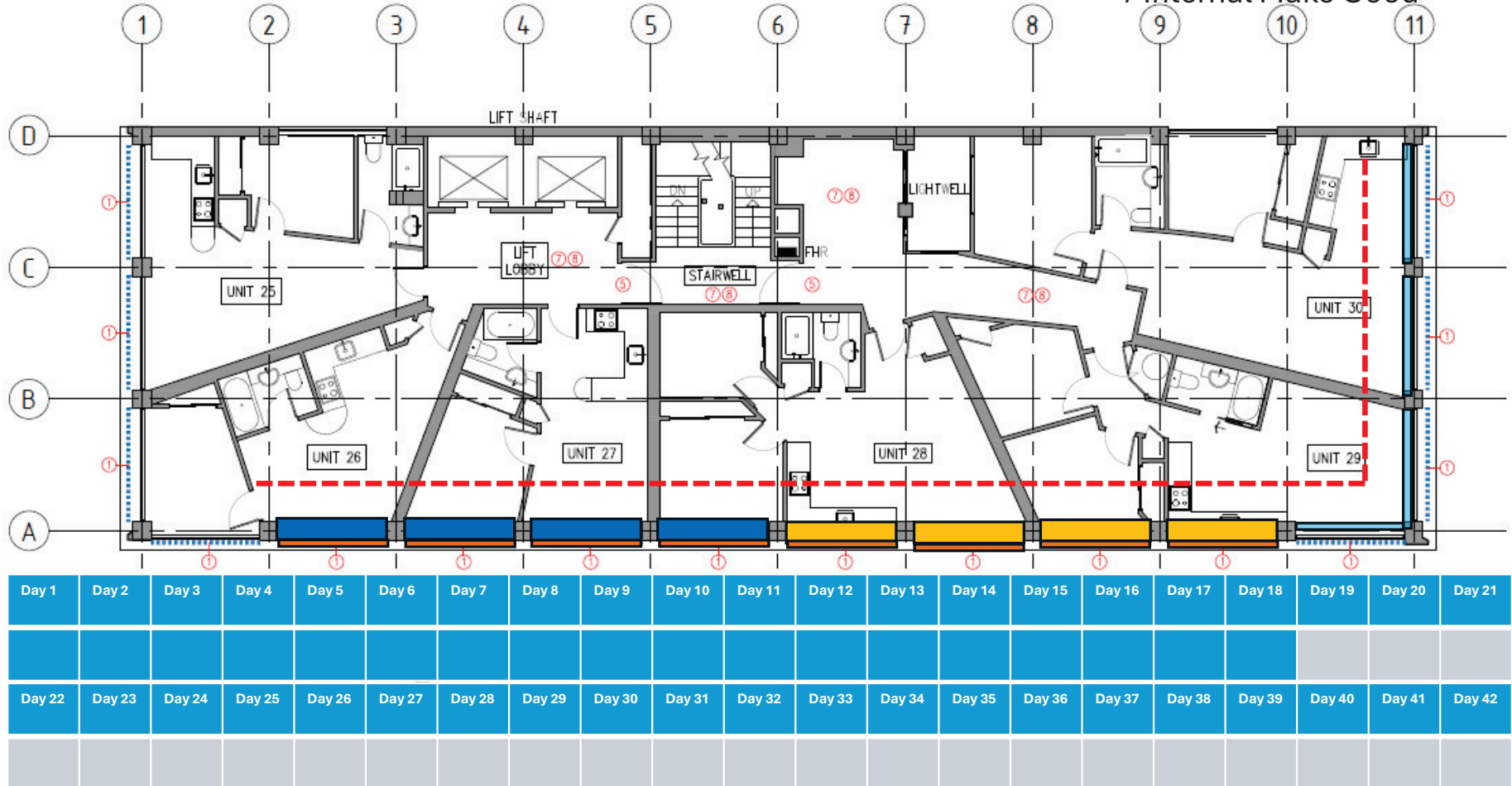
# HUME HOUSE – STAGING EXAMPLE

Internal Make Good



# HUME HOUSE – STAGING EXAMPLE

Remove External Hoarding / Internal Make Good



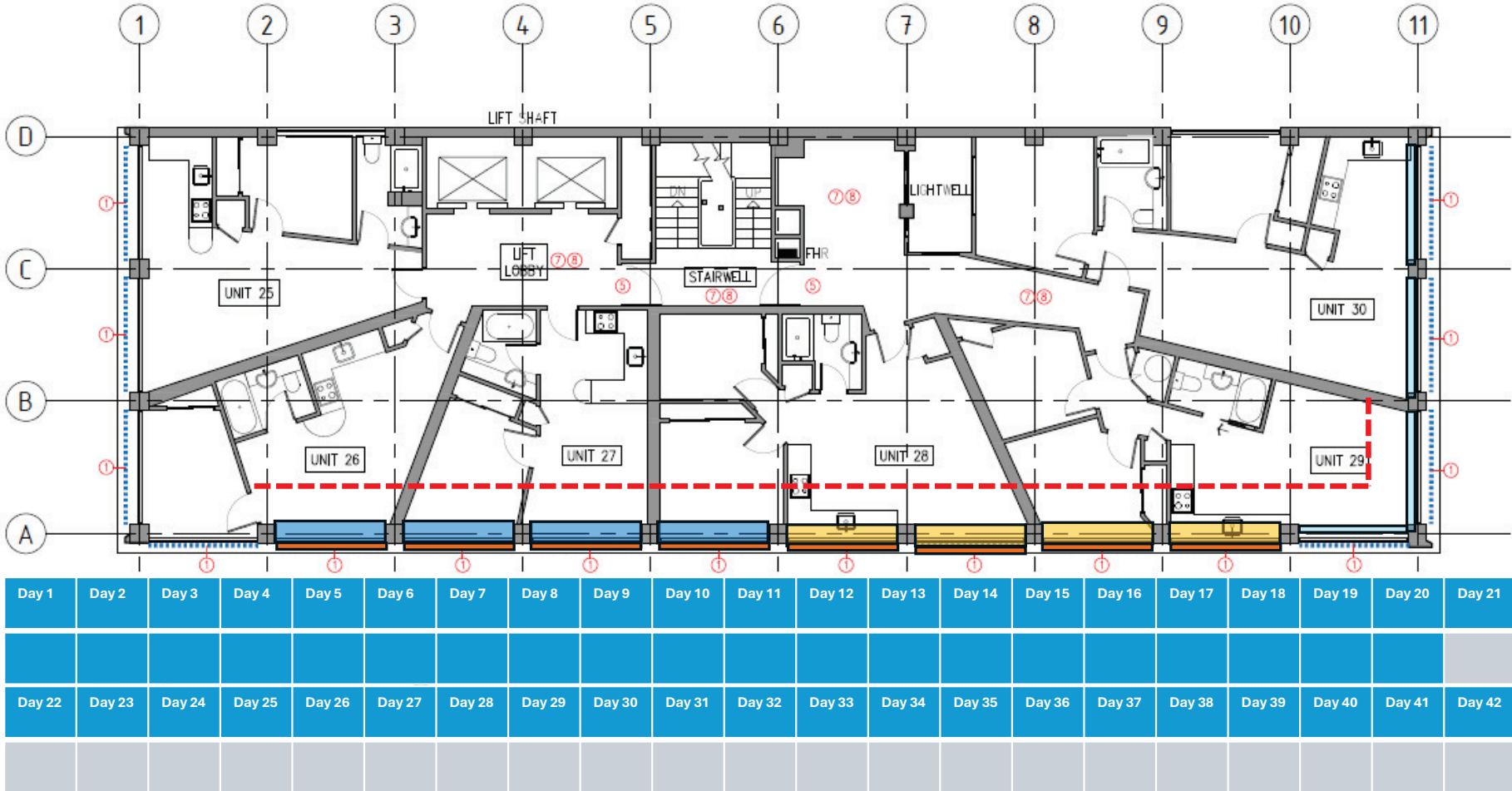
# HUME HOUSE – STAGING EXAMPLE

Remove Internal Hoarding / Internal Make Good



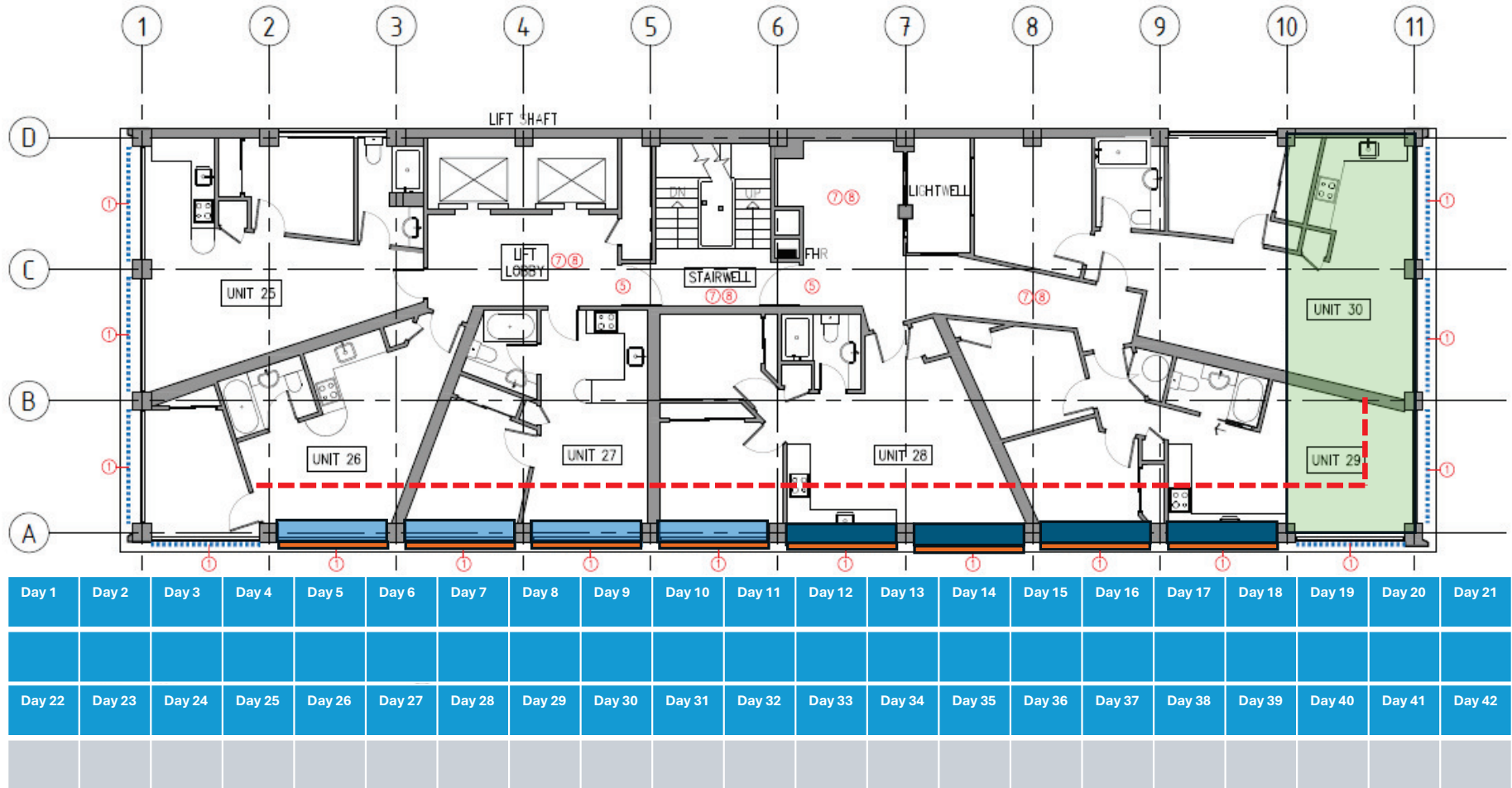
# HUME HOUSE – STAGING EXAMPLE

Clean & Defect

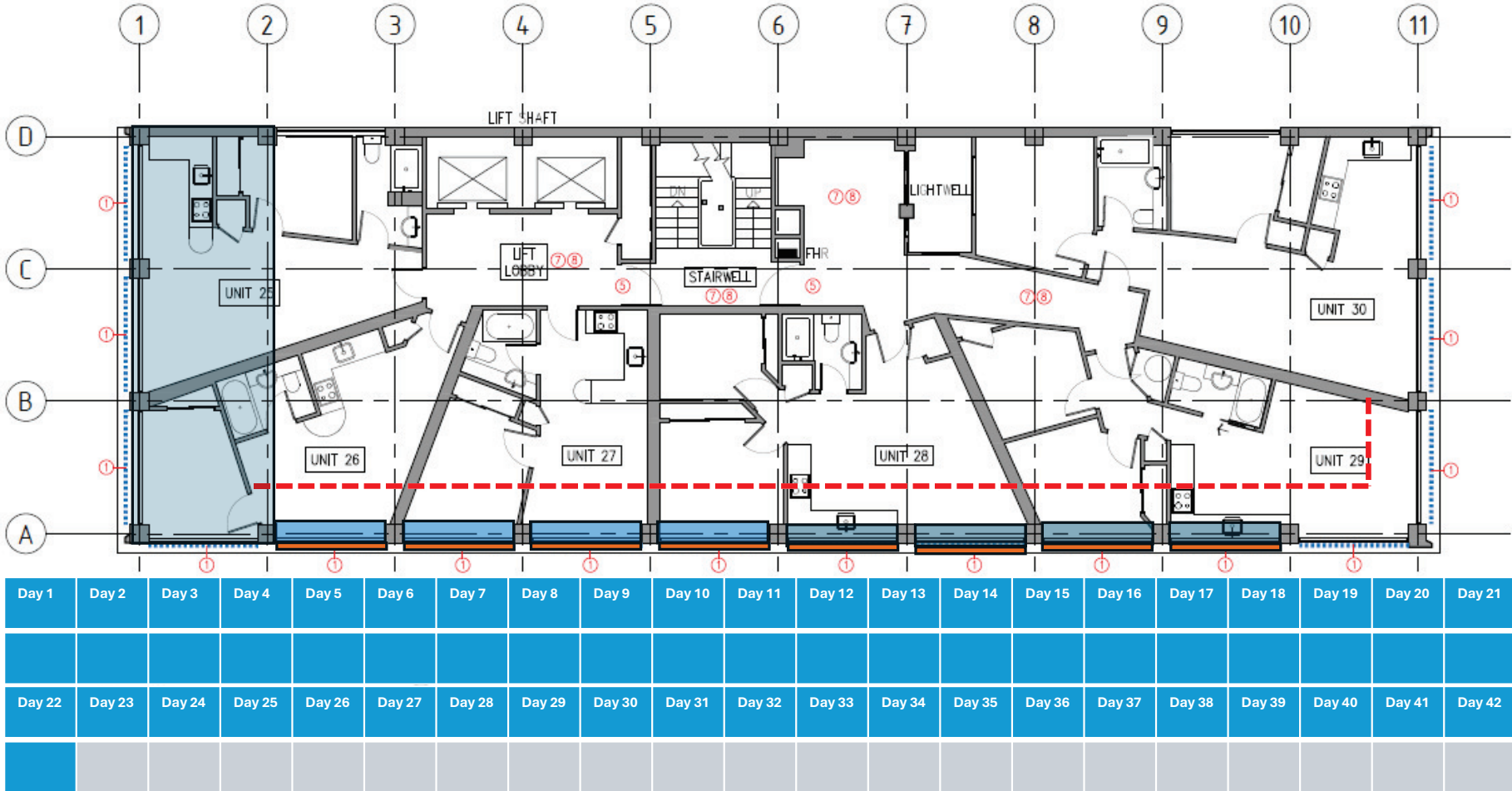


# HUME HOUSE – STAGING EXAMPLE

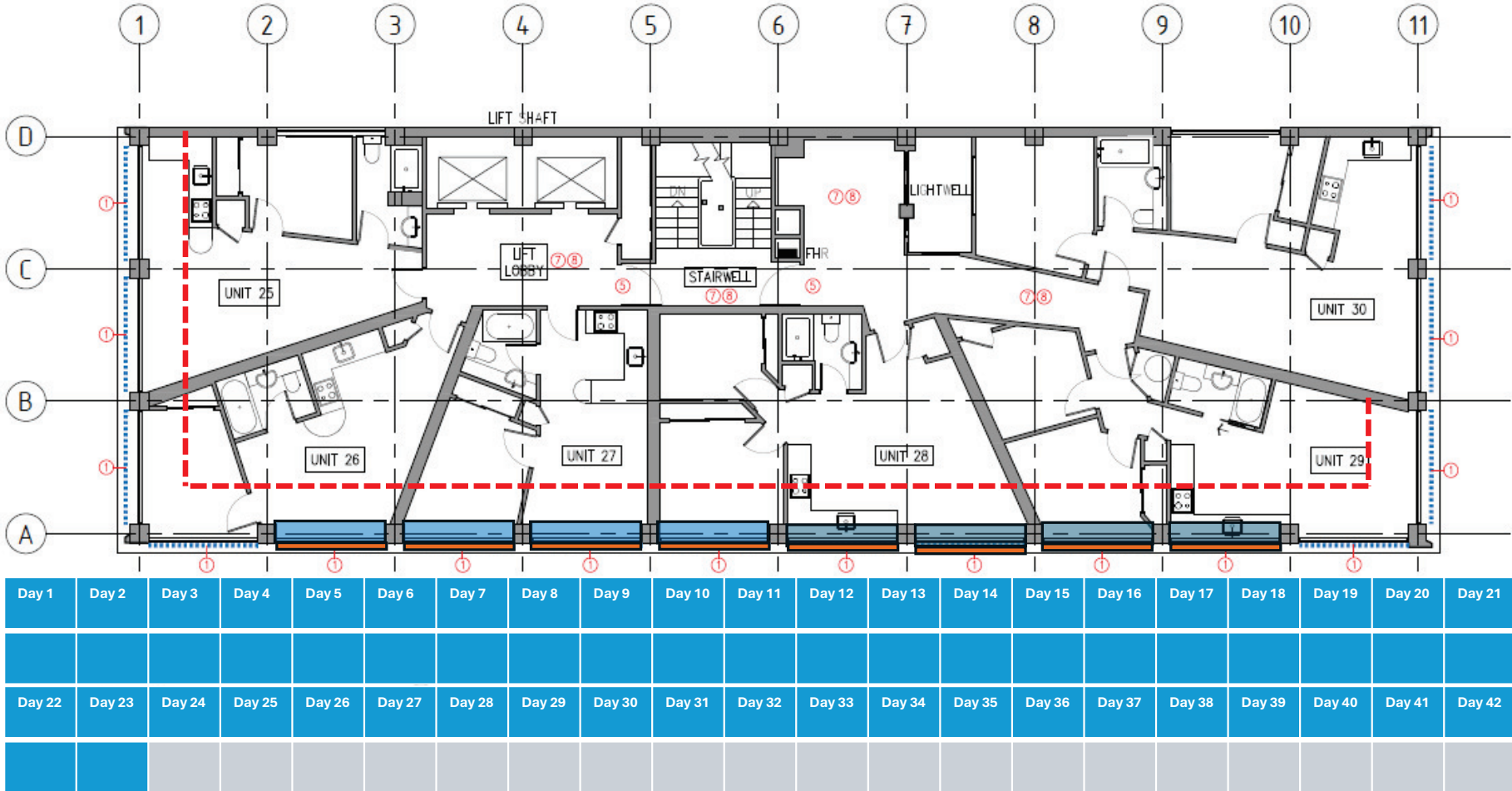
Set 1 Complete



# HUME HOUSE – STAGING EXAMPLE



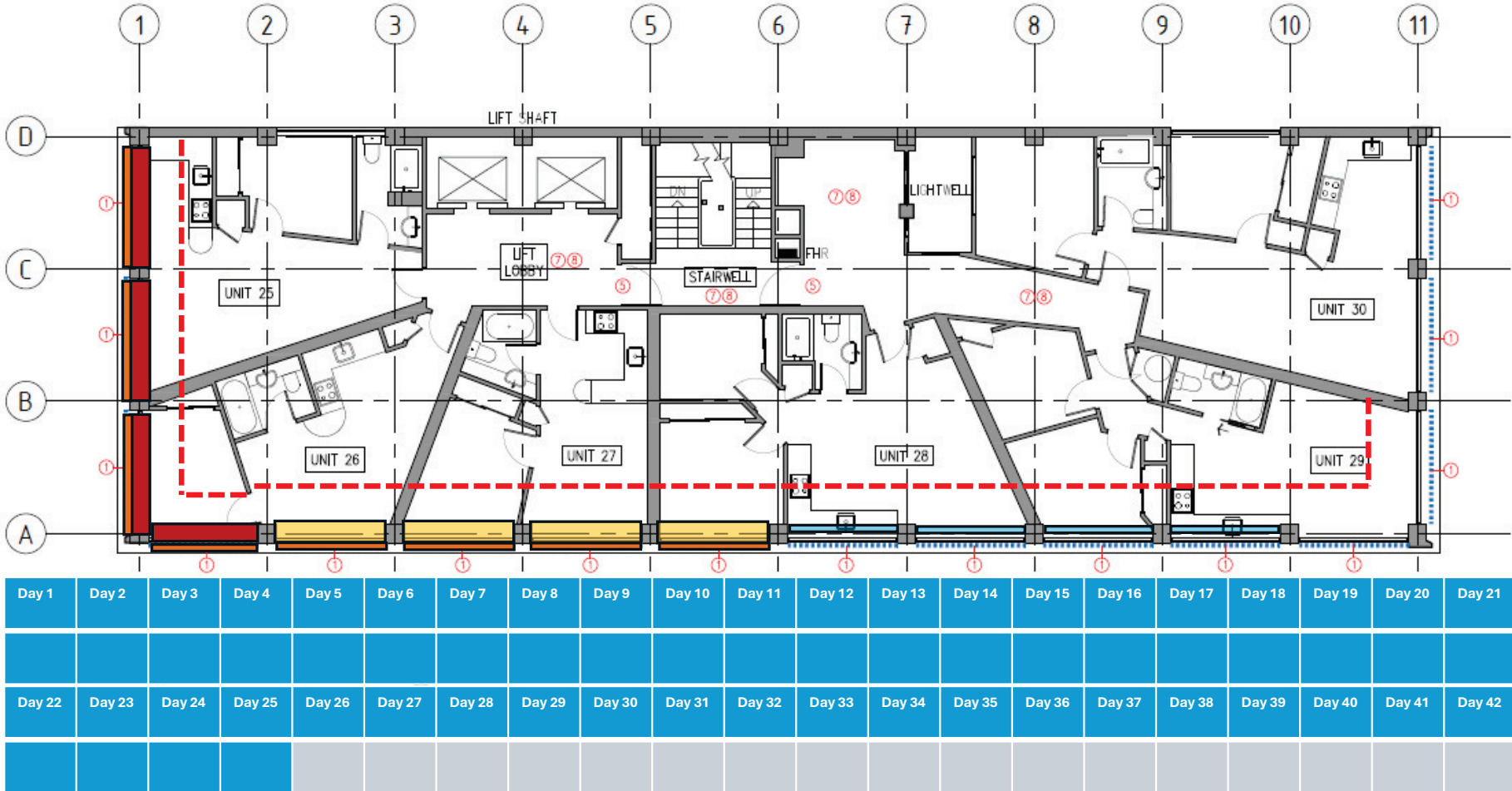
# HUME HOUSE – STAGING EXAMPLE



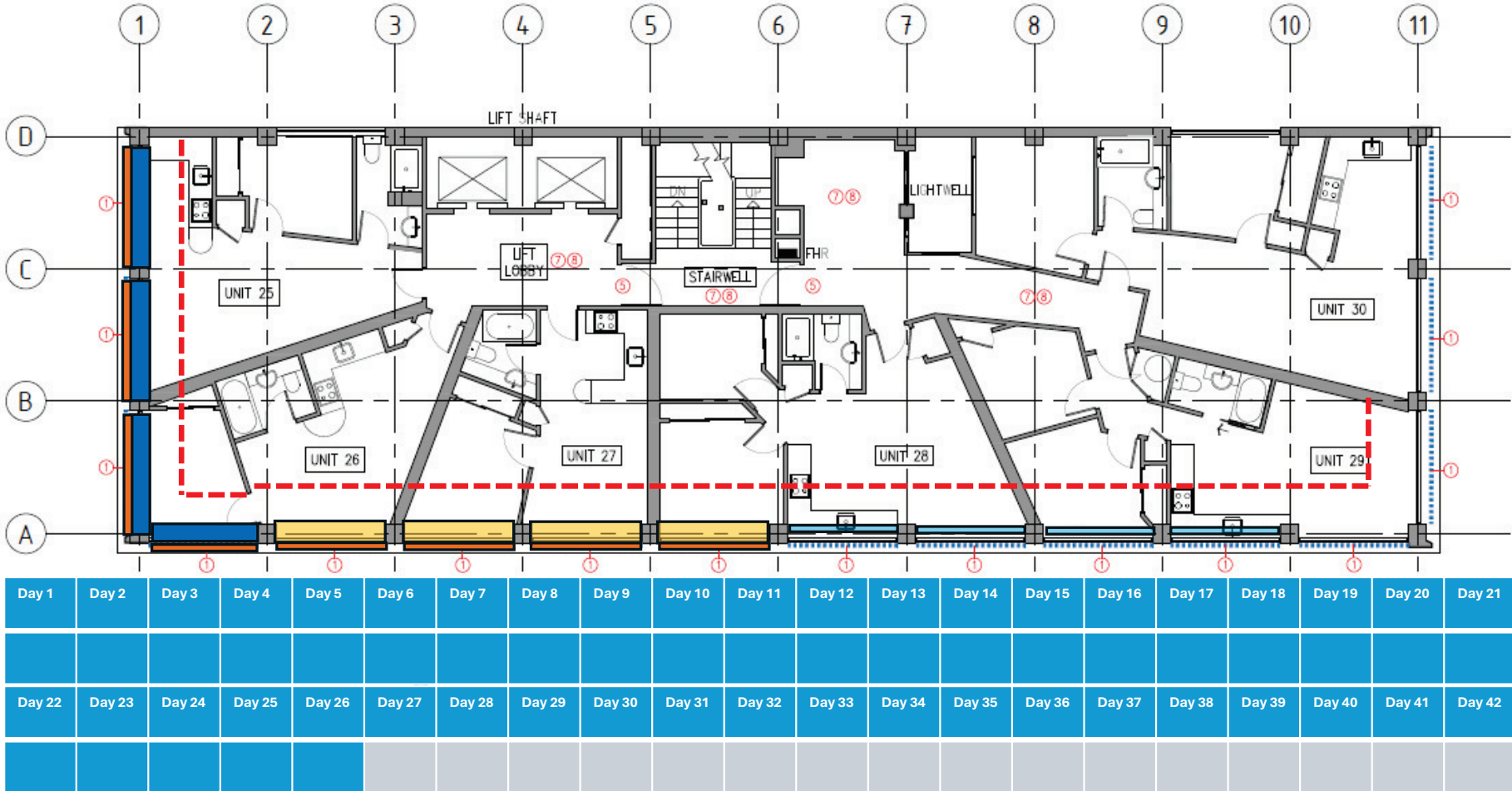
# HUME HOUSE – STAGING EXAMPLE



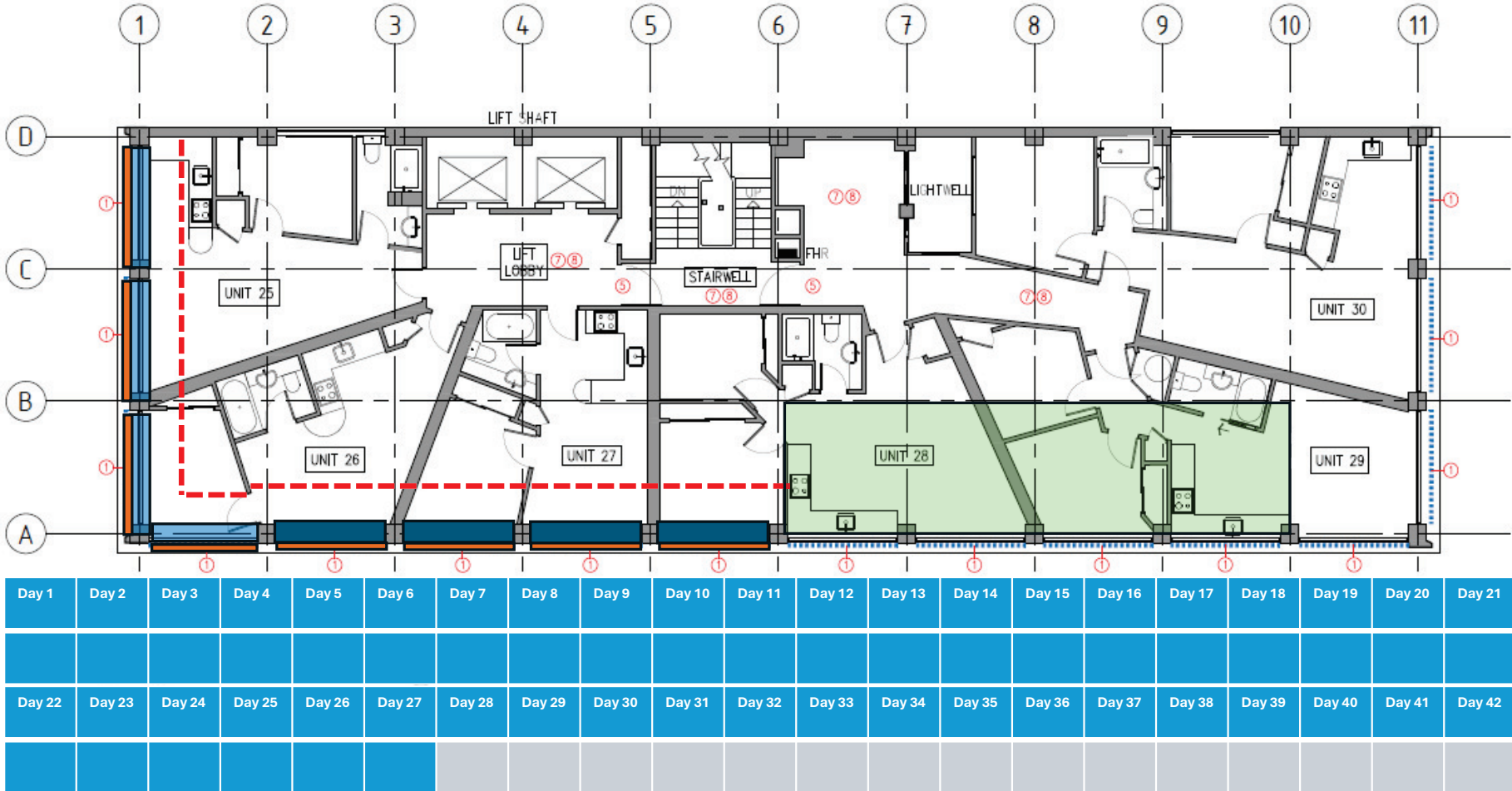
# HUME HOUSE – STAGING EXAMPLE



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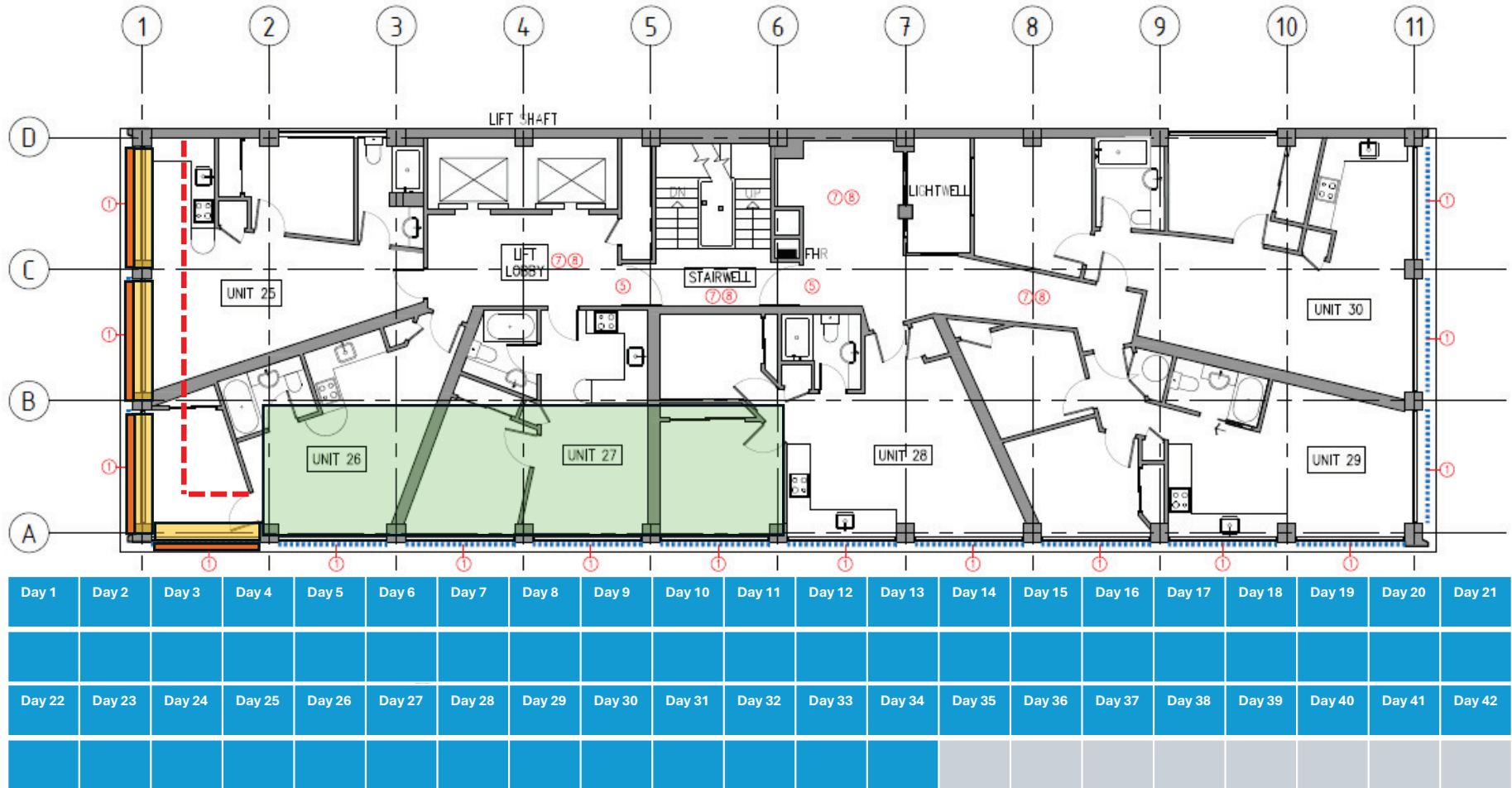
# HUME HOUSE – STAGING EXAMPLE



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# HUME HOUSE – STAGING EXAMPLE



# HUME HOUSE – STAGING EXAMPLE



Elemental Estimate Summary

<b>Project:</b> Hume House facade refurbishment	<b>Details:</b> Tender plus fire protection
<b>Building:</b> Tender Estimates	

Item	Description	Total
	<b>FPL Submission 3/5/2024</b>	
1	P&G	422,928
2	Scaffold & lift	324,360
3	Interior hoardings & protection	69,694
4	Exterior hoardings & protection	34,178
5	Asbestos	81,298
6	Window demolition	159,250
7	Sill remediation	196,360
8	Head & jamb remediation	57,289
9	Remove & reinstate kitchens	66,640
10	Interior make good	119,225
11	Exterior demolition & weatherproofing	29,545
12	Extend fire walls	26,227
13	Accessibility upgrade	18,460
14	Exterior flashings & reinstatement	64,185
15	Solid plaster	356,646
16	Metal windows	983,861
17	Window treatments	63,800
18	Electrical services	58,700
19	Margin	203,623
20	Provisional sums	317,000
	<b>Fire Protection Works</b>	
21	FSS price	138,998
22	Optional upgrades	Excluded
23	P&G on fire protection	15,290
24	Margin on fire protection	10,029
25	Contingency	Excluded
		<b>3,817,586</b>

## Tender notes 8/5/24

### Trades:

- **P&G.** Approx 13%. Within market range. Increases in programme due to sill and asbestos works have caused a cost increase.
- **Hoardings & protection.** Methodology has changed due to asbestos and sill works, we now require interior protection and forming an interior work space. FPL have confirmed protection will be reused wherever possible to reduce costs.
- **Asbestos removal.** This was not known until tender therefore not included in our estimate, asbestos was discovered in the window fixings. FPL have multiple subcontractor prices from the market and used the best.
- **Window demolition, Sill remediation, Head & jamb remediation.** Cracking and broken concrete was discovered on the concrete sills and heads around window openings, this was not known until tender therefore not included in our estimate. The damaged concrete needs to be broken out then the window opening needs to be reformed. The amount in the FPL estimate is based on repairing all windows, we have recommended moving this to a provisional sum.
- **Kitchens & Interior make good.** The amount of interior make good has increased due to the sill and head damage discovery. We have recommended moving this to a provisional sum. We have recommended moving the relevant services costs for this work out of the services trades and into this provisional sum also.
- **Solid plaster.** Approx \$500/m<sup>2</sup> this is higher than we have in the estimate and on the higher end of the range we have seen in the market. FPL have multiple subcontractor prices from the market and used the best. FPL mentioned the small returns and narrow faces of the features on the exterior are challenging for the installers which is a likely reason for this being on the higher end of the cost range.
- **Windows.** Approx \$2000/m<sup>2</sup>. There has been a significant cost increase in the windows due to structural code requirements. To meet code a seismic window system has been used for pricing, this system is more expensive than the original system we used in our estimate and discussed with the installer. FPL have noted that they believe the nominated supplier is the most likely to be able to deliver on time. We have seen similar pricing for this kind of a system in the market, we have recommended FPL open discussions with the supplier to see if there are any options for reducing costs but we are limited by the structural code and resource consent aesthetics.
- **Window treatments.** Noted as full replacement, this is good value for money to improve the overall look of the building from the outside.
- **Margin.** Approx 6%, within market range.

**Provisional sums:**

- **Concrete façade remediation.** This is just an allowance, the amount of work needed is unknown, FPL note that once the scaffold is up they will be able to inspect the walls and will have a better idea of the costs.

**General:**

Active fire services upgrades are excluded, the scope for this work is unknown and currently being confirmed.

FPL note this is an open book estimate at this stage, they have competitive market pricing for the subcontractor trades and we are not expecting big increases but there will most likely be a few tweaks in the final tender.

We note that when considering the overall project budget the BC will need to allow on top of this amount for:

- Consent fees, approx 1% of total
- Professional fees (design, reports and post contract monitoring). We assume the BC has fee proposals but generally we would suggest this would be in the range of 10-15% of total for a project like this
- Legal, finance and insurance costs
- BC costs eg storage and relocation costs
- Potential inflation or escalation, assume this is minimal - zero if we start asap
- Overall project contingency held by the BC, we would recommend 5-10%

**Value engineering:**

Generally we consider value engineering to be coming up with a cheaper way to complete the project scope by making downgrades or reductions. In this case we don't believe that we can significantly reduce the cost without reducing the overall project scope. As discussed throughout the design phases in some areas we cannot reduce the scope due to code compliance and in the rest it is very hard to reduce the scope without having a major impact on the value of doing the project.

**Cost risks:**

- Sill and head remediation, FPL have allowed to repair all windows so we have this risk covered unless we find some with a lot more damage.
- Façade remediation, the scope is unknown but we have a considerable amount in the provisional sum so we are covered for typical minor repairs, if significant cracking is discovered this would be a whole new problem.
- Fire services upgrades, the main risk here is the water supply / water storage requirements for the sprinklers. The scope is being determined but there is a large price range depending on what we will need.
- Programme, FPL note the critical path runs through the window installation and they are confident Wights can supply them as needed. If we do experience delays or variations the focus will be to work these around the windows to maintain the critical path as best as possible. We note that for the BC the planning around making the units empty and ready for works will be very important, we suggest adding a reasonable amount of time contingency because the flow on costs of delaying the project will be a lot more than paying a bit more for relocation etc.

**Moving forward:**

The next steps will be FPL having a discussion with Wights to see if we have any options to reduce costs with the window system.

The active fire services scope being confirmed and priced.

FPL confirming all costs and moving items to prov sums etc then presenting a full tender.