

J STREET APARTMENTS - Body Corporate 90482
Building Manager's Report
Annual General Meeting 16/07/26

1.0 GENERAL

The past year has seen significant progress in improving the building's safety, compliance and long-term resilience. The Committee has continued to adopt a planned asset management approach, using the Long-Term Maintenance Plan (LTMP) to prioritise critical infrastructure and life safety projects while planning responsibly for future capital expenditure.

1.1 Annual IQP / BWOFF – Due 3/11/26

Contractor: SGS BWOFF compliance has been maintained throughout the year. Fire protection systems, annual inspections and statutory compliance requirements have continued to be managed in conjunction with our Independent Qualified Persons (IQPs). Contractor changed from SGS to Wormald.

1.2 Body Corporate Management

Contractor: Your Property Matters. Building Management has continued to work closely with Your Property Matters, the Committee, owners and contractors to coordinate maintenance, approve contractor invoices, manage compliance projects and oversee the day-to-day operation of the building.

1.3 Refuse Collection

Contractor: Waste Management. Refuse collection arrangements continue to operate from the pump room. Alternative servicing and recycling options continue to be explored to improve service delivery and minimise operational impacts.

1.4 Lift Servicing / Modernisation

Contractor: Ampco. The passenger lift modernisation project is now underway and is expected to be completed by the end of October 2026. At the time of writing this report lift one is 73% completed.

1.5 Front Automatic Doors

Contractor: Assa Abloy The automatic entrance doors continue to operate satisfactorily following routine servicing.

1.6 Property Management

Contractor: J Street Ltd. Building Management continues to coordinate contractors, maintenance, resident enquiries, insurance claims and operational matters on behalf of the Body Corporate.

1.7 Common Area Cleaning

Contractor: J street Ltd. The common areas continue to be maintained to a high standard. It is recommended that Common Area Cleaning be separated from the Building Management Agreement to provide greater transparency over service levels and costs.

1.8 Insurance

The building is currently insured for \$37,033,000.

An insurance claim relating to burst isolation valves and water damage were coordinated during the year, including contractor management, reinstatement works and liaison with owners and insurers. We have received a part settlement and are awaiting on the remainder. The leak occurred on the 17th floor and affected apartments were 16b/16c/15b/15c/14b/14c/13b/13c/12b/12c/11b/11c/10d/9d/8d/7d/6d/5d/4d/3d, linen room and conference room on level 2 and office on ground floor.

1.9 Fire Protection

Contractor: Wormald and Harbour City and Safety First Major fire protection upgrades have been completed, including replacement of the Fire Alarm Panel, EWIS and sprinkler components. A new Fire Evacuation Scheme has been approved by FENZ and the annual trial evacuation successfully completed and report attached.

1.10 Long-Term Maintenance Plan (LTMP)

The LTMP continues to guide future expenditure. With future priorities including plumbing infrastructure, steel fire windows, podium membrane remediation, water ingress investigations and rebuilding LTMP reserves.

2.0 BUILDING MAINTENANCE

2.01 Ongoing investigation and monitoring of the Level 18 water ingress.

2.02 Continued monitoring of the podium membrane following the development of a raised section.

2.03 Burst isolation valve failures resulted in several insurance claims requiring drying, reinstatement and repairs.

2.04 Steel fire-rated windows continue to deteriorate and remain a priority project within the LTMP.

2.05 Preventative maintenance continues to be undertaken to protect the long-term value of the building.

2.06 Door Hardware & Fire Safety

The Committee has continued to monitor the condition of the apartment entrance door hardware, including locks, door closers and associated fittings.

While doors that do not latch correctly present an obvious security concern, they also create a significant fire safety risk. Apartment entrance doors form part of the building's passive fire protection system and are designed to automatically close and latch in the event of a fire, maintaining the integrity of the building's fire compartments (fire cells). Doors that fail to close and latch correctly may compromise this protection and reduce the effectiveness of the building's fire safety design.

Last year, consideration was given to a programme to replace ageing door hardware, including locks, closers and associated fittings. Given the comparable cost of replacing traditional hardware, the Committee also considered whether it would be more beneficial to modernise the system by installing electronic swipe-card access locks throughout the building.

While no decision has been made at this stage, this remains a project worthy of further investigation, as it has the potential to improve building security, simplify access management, reduce ongoing maintenance and enhance the long-term functionality of the building.

3.0 SECURITY

A comprehensive audit of all building security fobs will be undertaken. Owners will be requested to confirm all authorised fobs and advise Building Management whenever a fob is transferred, lost or no longer required. The objective is to maintain the integrity of the building's access control system.

4.0 GENERAL UPDATES

4.1 Health & Safety

Health and Safety remains a key priority. Contractors are expected to comply with all legislative and site safety requirements.

4.2 Resident Management

During the year, Building Management responded to a serious resident-related incident involving threatening behaviour between occupants of two apartments managed independently by the same property manager. Following concerns for resident safety, New Zealand Police became involved and Building Management worked with the relevant parties to ensure the matter was appropriately managed. The tenancy associated with the offending occupant has since been terminated.

4.3 Operational Improvements

It is recommended that the annual mailbox rental (approximately \$280 per annum), together with a reasonable weekly administration/disbursement fee for collecting, sorting and distributing Body Corporate mail, become a Body Corporate expense. Hotel reception will no longer receive or store resident parcels, and a \$100 administration/call-out fee is recommended for resident lock-outs requiring hotel staff assistance.

4.4 Building Management Agreement

The current Building Management Agreement expired in 2022 and no longer reflects the scope of services currently provided or prevailing market conditions.

At the time, the review of the agreement was intentionally deferred as the focus was on navigating the challenges presented by the COVID-19 pandemic and other operational priorities affecting the building. Given those circumstances, it was considered appropriate to place the review on hold.

With those challenges now behind us, it is timely that the agreement be reviewed to ensure it accurately reflects the services being delivered, clearly defines the respective responsibilities of all parties, and provides remuneration that is consistent with current market value.

Updated proposals are currently being obtained for comparison purposes, and it is recommended that the Building Management and Common Area Cleaning components be separated into two independent scopes. This approach will provide greater transparency, accountability and clarity around the services provided and their associated costs.

5.0 ITEMS FOR DISCUSSION

- Review and approval of a new Building Management Agreement.
- Separate Common Area Cleaning contract.

- Approval of mailbox and weekly mail collection disbursement.
- Implementation of the security fob audit.
- Future staged renewal of plumbing infrastructure.
- Continuation of LTMP reserve rebuilding.

6.0 LOOKING AHEAD

- Completion of the lift modernisation programme.
- Planning for steel fire window replacement.
- Plumbing infrastructure renewal.
- Monitoring of water ingress and podium membrane.
- Completion of the security fob audit.
- Maintaining statutory compliance.
- Rebuilding LTMP reserves.

Acknowledgement

I would like to acknowledge the passing of Wayne Wright who served as Chair for over 8 years - whose vision, leadership and unwavering commitment made a significant contribution to J Street Apartments over many years. Wayne was not only a respected leader, but also a mentor and friend to many. His guidance, generosity and passion for the building and its people have left a legacy that will continue to be appreciated for years to come.

On behalf of the Body Corporate Committee, owners and residents, I extend our sincere condolences to the Wright family and all who knew Wayne. He will be remembered with great respect, gratitude and appreciation.

Closing Remarks

I would like to thank the Committee, owners, residents, contractors, Your Property Matters and the Quest on Johnston team for their continued support, professionalism and cooperation throughout the year.

I would also like to extend my sincere thanks to Steve Wong for stepping into the role of Acting Chair during the year. Steve's willingness to take on the additional responsibilities, provide steady leadership and support the Committee during a period of transition has been greatly appreciated.

Kind regards,

Manjit Singh
Building Manager
Body Corporate 90482

TRIAL EVACUATION ASSESSMENT REPORT



Building Name: Quest on Johnston
Address: 35 Johnston Street, Wellington Central, Wellington
EV Ref EV-499019-1
Building Owner: J Street Body Corporate 90482
Postal Address: PO BOX 10461
 Waterloo Quay
 Wellington
Contact Person Details: Mikaela Yanko, Safety First

Trial Evacuation Details		
Date Of Trial Evacuation:	23/06/2026	
Start Time:	10:45 am	
Time Taken to Evacuate:	06 min 25 sec	
Anyone Injured?	No	
Section A - Pre-Trial Evacuation Inspection		
1	Was an inspection carried out of assembly area/s and outside escape routes from the building?	Yes
2	Were contractors in the building for the purpose of the trial evacuation accounted for?	Yes
Section A - Trial Evacuation Outcome		
1	Were any injuries reported as occurring during this trial evacuation?	No
2	Was a 111 Call made to FENZ?	Yes
The Safety First consultant confirmed that a 111 call was made.		
3	Did occupants use the correct fire egress routes (i.e. nearest exit, not lifts)?	No
Please ensure all guests are made aware when checking in that it can be dangerous to use the lifts during any emergency and it is for this reason that lifts are not to be used to evacuate the building unless instructed to do so by and under the control of Fire and Emergency NZ personnel.		
4	Was the building evacuated immediately?	Yes
5	Were occupants carrying drinks/food/large items?	No
6	Are there procedures in place for anyone who cannot self-evacuate, and if so, were the procedures followed?	Yes
There are procedures in place for anyone who cannot self-evacuate, but at the time of the trial evacuation no one needed assistance.		
7	Were the Chief Wardens duties carried out correctly?	Yes
8	Did Wardens carry out their duties correctly (e.g. Clear designated area, Report, Remain Available)?	Yes
9	Was the building determined to be clear in accordance with the evacuation scheme (i.e all areas reported as physically checked or otherwise including toilets)?	Yes
10	Was Chief Warden/Warden ID worn (e.g. hardhats, armbands, vests)?	Yes
11	Was the correct assembly area/s used?	No

Section A - Trial Evacuation Outcome		
Due to the inclement weather occupants were given the opportunity to seek shelter in front of the building. During any other evacuation of the building wardens are to direct occupants to assemble in the designated areas. It is imperative that Fire and Emergency NZ has clear access to the building and that occupants are at a safe distance from the building in the event of any emergency.		
12	Were building and/or vehicle entrances and carpark monitored?	Yes
13	Was the method of accounting for areas cleared (e.g evacuation board/tags/folder) used correctly and re-instated following the evacuation?	Yes
14	If an assistance register is in use, was it available during the evacuation?	Yes
15	Did any equipment to assist with the evacuation work as intended?	NA
Section B - Building Assessment		
1	Were emergency procedures/fire action notices displayed in the building?	Yes
2	Was the fire alarm/method of alerting clearly heard in all areas of the building?	Yes
3	Were there any hazards or obstructions in exit ways noted during the trial evacuation?	No
4	Were all doors (including fire/smoke stop) closed during the evacuation?	Yes
Section C - General Comments		
1	Are there any further observations/comments regarding the trial evacuation?	Yes
We take this opportunity to congratulate the chief warden and warden on an efficient trial evacuation.		
5	When was the last training session (trial evacuation) for permanent occupants held?	NA