



MEMBER HANDBOOK

An Overview

The Sanctuary at Mangawhai is a rural lifestyle community of approximately 176ha, with freehold titles for each Lot and shared ownership of the facilities on common land: lakes, roads, tennis courts, bush, wetlands, a children's play area, an olive grove, communal rubbish bins and for those properties adjacent to the lake there is the sewage treatment facility. It consists currently of 83 lots.

There are two formed walkways through the 77ha bush lot, with several streams. The lower walk is around ten minutes and features a board walk while the other goes in a loop to the top of the hill and takes around one hour.

There is a significant area of covenanted bush, and it's the SRA's responsibility to protect. A predator control programme has been in place since 2018, and the success of this programme has seen the introduction of kiwi making its home here and the increase of native bird life. Excessive numbers of rabbits and pukeko have resulted in several culls to reduce numbers.

The Sanctuary Residents Association (SRA), which all lot owners are required to join, is tasked with maintaining the infrastructure of the development for the use and enjoyment of the lot owners, so that such things as rubbish removal, gates and road maintenance, mowing and planting on commonly owned land and predator control will be taken care of for members. A levy to cover the cost of these is set annually.

The SRA has its own website Sanctuary, thesanctuarymangawhai.com and its own Facebook page 'The Sanctuary Owners & Residents'.

The purpose of this member handbook is to provide owners with easy access to information on their rights and obligations as members of the Sanctuary community.

The Sanctuary Residents Association (SRA)

The Sanctuary Residents Association (SRA) is an incorporated Association. It has an elected Board of five, and a sub-committee, the Design Committee, none of whom can be paid.

The SRA Board 2024/2025

Vern Dark Chairperson SRA Board

Responsibilities include Legal Matters, Weed Control, Olive Grove Maintenance, Health and Safety and Rubbish Collection

Chris Foote Secretary SRA Board

Responsibilities include Board Minutes, Website, Resident Contact Information, Sanctuary Communications and Working Bees

Jo Cooper Treasurer SRA Board

Responsibilities include Finance and Payments

James Hook SRA Board

Responsibilities include Roads, Predator Control, Video Cameras and Security North Gate area

Malcolm Knox SRA Board

Responsibilities include Gate Code Management, Tennis Courts, Wastewater Maintenance, General Maintenance and Security.

Contact details for Board Members can be found on the Sanctuary website.

Design Committee 2024/2025

Ron Lucca – Chairperson Design Committee

Joby Barham

Duncan Mackenzie

Design Committee Contact email: designcommittee.sra@gmail.com

The principal responsibilities of the SRA are:

- To develop, maintain and preserve the common facilities and the recreational and conservation opportunities within the Sanctuary Estate
- To maintain the communal wastewater system including on site lot systems
- To coordinate and manage predator control
- To organise the rubbish collection system
- To collect and administer expenditure of an annual levy
- To enter into maintenance contracts on members' behalf
- To mediate disputes between members

The SRA levy is agreed at the AGM annually and consists of two parts:

- the annual charge
- a sinking fund levy for the roads

With the addition levy, applicable to only the 22 lake side properties

- a wastewater user charge

The SRA has the power to pass bylaws in pursuit of its objectives.

Health and Safety

Health and safety is a priority for the Sanctuary Residents Association. Please note, the expectations of Residents in this regard is to report any H&S incidents/issues, that occur on the common land that the SRA has the responsibility to maintain, immediately to the relevant SRA board member, if they are not available then report to the Chairperson. If possible, please complete one of the SRA Incident Report Forms (available on the Sanctuary website). The Health and Safety Policy only applies to the common land which the SRA has responsibility to maintain.

The SRA requires a satisfactory H&S plan from each contractor it uses. Residents are also recommended to review the safety plans of people they employ to provide services on their own properties.

The Sanctuary Gate Access System

The Sanctuary is a gated community with separate north and south entrance and exit gates. The north and south parts of the Sanctuary are not accessible internally by vehicle.

Covenant 14 – 14.1 *The Grantor shall not disclose the access code to the Sanctuary Estate to any third party without the prior written consent of the Residents Association other than to its invitees or contractors who require access to undertake works on the Covenanting Lot. In this regard, each Grantor and Grantee agree and acknowledge that the Association will disclose the access code, or supply keys, to emergency services such as fire, ambulance, and police; utility service providers (including New Zealand Post) and rubbish and other contractors who require access to the Sanctuary to keep and maintain the Common Facilities and communal sewage system.*

The SRA Gate code should **never** be posted on any social media.

The code is for residents use only and should not be given to anybody other than immediate family or your very close friends who may visit regularly. The more people who know your code the higher the security risk to all residents.

Both North and South gates have security cameras operating 24hrs a day.

Each gate has a keypad at the entrance and exit which are accessible from a normal vehicles driver's window.

There are three methods of gate entry and two methods of exiting, that apply to both the North & South Gate.

Entry methods:

1. By using the current personal gate code. At the gate entrance key in the 4-digit code into the keypad followed by a *. e.g., code 1234 would be entered as 1234*.

2. By using a remote-control fob. Using the remote will open the gates without the need of entering your code into the keypad. Remotes work both North & South gates. All Residents would have been issued 2 remotes on settlement of their lots.
(Additional remote-control units can be purchased through the SRA, please contact the SRA Secretary via email for pricing and availability.)
3. Telephone entry. The keypads at the gate are programmed to call owners on their mobile phone when they have a visitor at the gate. This is the best way for tradies, contractors and acquaintances to be given access to the estate and maintaining security for all residents. The visitor code relates to individual Lot numbers and when the code is entered into the in-gate keypad E.g., Lot 99 would be entered as 299* the gate system calls the Lot owner's mobile phone. On answering the call, the owner can talk to the visitor at the gate through the intercom on the gate keypad. On confirming that the caller is genuine, the gate can be opened by pressing 1 on your mobile phone. (Note: for lot number that are followed by a letter A this would be entered as 2995 i.e., the A is replaced by the number 5.)
You are able to open the gate from your phone anywhere you have phone signal.

Entry gate codes are updated every three months and notified by email to Residents

Exit Methods:

1. Automatic Gate Opening. Both the North and South gates have a weight activated strip under the road and will open automatically for most vehicles.
2. Keypad Exit: For vehicles such as motorcycles/scooters, push bikes people walking and vehicles too light to activate the automatic opener there is an exit code that should be entered into the keypad. This is again a 4-digit code 1342#

Power Failures

The gates are equipped with a UPS battery backup system, if there is a power cut the inward gates will automatically open and remain open until the power supply resumes.

Emergency Services and Regular Service Providers.

The following have been issued with entry codes:

Police, Fire and Ambulance.

Electricity Suppliers

Gas bottle delivery suppliers

Grocery Deliveries, Countdown, New World etc.

Regular SRA contractors e.g., wastewater, grass mowing etc.

Please do not give these contractors your personal residents entry code.

Contractor entry

For one off contractor visits it is the responsibility of the owner of the Lot concerned to inform their contractors of the telephone entry code.

If in the process of building or having work carried out on your property that requires regular entry into the estate by a contractor, you can contact the Secretary of the SRA and request a Contractors Code.

House and Landscape Design

The covenants and SRA rules require the establishment of a Design Committee. The Design Committee is required to ensure that all building and landscape plans are in conformity with the Sanctuary covenants and rules.

Before commissioning building or other plans, the owner and/or designers are urged to arrange a meeting with the Design Committee to discuss initial site planning, building and landscaping ideas for the property.

For more detailed information please refer the Design Committee page on our website. Here you will find links to download Design Committee Handbook, flow chart and checklist.

Under the covenants, caravans, immobile vehicles and containers are not permitted unless they are approved by the Board/Design committee for use while a major build is underway or housed inside sheds.

Common Areas

The common land is intended for the use and enjoyment of residents and their guests. However, with privileges come responsibilities. Anyone entering the bush walking tracks must clean their shoes to avoid introducing kauri dieback. A brush and spray are available by the tennis courts.

A jetty has been constructed on each lake, which abound with native eels and other migratory fish, and are a sanctuary for several species of duck, black swans and shags. Members are welcome to kayak or row on the lakes. Motorized watercraft are prohibited.

No shooting or open fires are allowed anywhere without a written permit from the SRA.

SRA is responsible for maintenance of the roads and mowing the common land grassed areas. Lot owners are responsible for keeping the berms in a neat and tidy condition.

Approximately half of all land in the Sanctuary is covenanted bush or wetland enhancement. Many resident owners will have covenanted land on their titles. All covenanted bush is protected, and members are responsible for maintaining it and keeping noxious weeds out. SRA has the same responsibility for the covenanted common land.

Details of all Covenants can be found on the Sanctuary website.

Communal Wastewater System

The 22 Lots that are lake edge properties are connected to a communal wastewater treatment plant located halfway up Robert Hastie Drive. SRA is responsible for overseeing the system and the 22 Lots pay a separate levy for system maintenance. Anyone connected to the system must use a maintenance contractor approved by SRA for the primary treatment system on their Lot.

The dripper field is planted as an olive grove. SRA is responsible for its maintenance and an annual olive harvest is organised with the oil shared between participants.

Rubbish Collection

The rubbish collection area is on Robert Hastie Drive, just over the bridge. There are three separate collection bins, one for recyclables, one for cardboard and one for landfill rubbish. The recycled rubbish is further sorted off site by our contractor. The bins are emptied weekly with more frequent pick-ups during holiday periods.

The rubbish collection system is strictly for the use of SRA lot owners, no commercial or contractor waste is permitted. The waste area is monitored by a security camera to assist preventing illegal use of the facility.

Please ensure that cardboard boxes are flattened to minimize waste space and that no polystyrene is dumped in any of the bins. Disposal/recycling of polystyrene can be done at ITM on Molesworth Drive.

Predator and Weed Control

Predator control in the Sanctuary is mandated by the covenants in order to enable native wildlife to flourish. A network of mustelid traps has been laid along with rat baiting stations on the common land. SRA has them monitored regularly. These need to be supplemented with traps on private Lots. Anyone with a property bordering covenanted bush should have both rat and possum traps.

Members are also responsible for the maintenance of any covenanted bush on their own properties and the prevention of any noxious weeds from being introduced. See Section 5 of Covenant 8581297.2 and Consent Notice 8509265.4 Clauses 7-14 and Conservation Covenant 8138731.7

Roading

The Sanctuary Residents Association is responsible for maintenance of the roads within the Sanctuary. This is a considerable undertaking, and a portion of the annual levy residents pay each year is placed into a sinking fund to allow for any major works that maybe required in the future. Further information on the Sinking Fund can be found in the SRA AGM Financial Report.

The speed limit throughout the Sanctuary is 30 km/h.

Residents/visitors and contractors are requested not to park on the grass berms during the winter months. During the winter the ground gets very wet with all the rainwater draining down off the hills and there has been occasions where vehicles have had to be towed off the berms leaving considerable amounts of damage that requires repair.

Pets and Livestock

Dogs and cats are allowed in the Sanctuary. However, Lots 81-94 have more stringent conditions – cats must have bells when outside and dogs must be contained in a yard.

No animals are allowed in covenanted bush areas. Other livestock such as cows, sheep and horses are permitted but must be contained within the owner's property and are not allowed on common land. Chickens are not allowed under the Covenants, and neither is breeding of most animals.

Defibrillator

In case of emergency there is a defibrillator on the outside wall of the Childcare Centre, at the entrance to the South Gate. Lock code is 201. Ron & Diane Lucca, at 52 Lakeview Lane, also have a unit available. Verbal instructions are provided once the bag is unzipped.