

15 O'Sullivan Place Body Corporate

10 Year Maintenance Plan

2012 to 2022

Issue 1

1st January 2012

Document History and Authorisation

Issue	Date	Changes
1	01/01/2012	First Issue

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Approved by: Bob Lupton (Chairman)

Approved by: Ian Gibson (Committee Member)

Approved by: Margaret MacKenzie (Committee Member)

Approved by: Bronwyn and Jonathan Bell (Committee Member)

Distribution List

Name	Organisation	From (Issue)	To (Issue)
Lisa Mak	Body Corporate Manager	-	1
Bob Lupton	Body Corporate Chairman	-	1
Ian Gibson	Body Corporate Committee Member	-	1
Margaret MacKenzie	Body Corporate Committee Member	-	1
Bronwyn and Jonathan Bell	Body Corporate Committee Member	-	1

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1 Principles

1.1 Duration of plan

This maintenance plan is for the period 01 January 2012 to 31 December 2021 inclusive (10 Years)

1.2 Maintenance Principle

The maintenance of 15 O'Sullivan Place shall consist of the following elements:

Routine: This covers lawn mowing (Common and accessible areas), gutter cleaning and general gardening to front of unit flower beds.

Planned: Maintenance planned according to the schedule detailed in section 3 and 4 of this plan.

Corrective: Maintenance to the exterior fabric of units that have suffered failure due to wear out.

Emergency: Maintenance to utilities that pose an immediate risk to residents of the units.

1.3 Judicious Financial Management Principle

Maintenance of 15 O'Sullivan place shall be managed within strict financial management.

Routine Maintenance shall be contracted to an approved supplier who offers the best price option whilst maintaining high quality standards. The Body Corp Committee shall approve the appointment of the Routine Maintenance Contractor and shall regularly (at least annually) monitor performance.

Planned Maintenance shall be undertaken to contractors who shall competitively bid for planned maintenance works. The most cost effective compliant bid shall be accepted. It shall be the responsibility of the Body Corp Committee to approve planned maintenance works and selected contractors.

Corrective Maintenance shall be undertaken by contractors on the approved contractors list. Corrective maintenance is to be approved prior to works by the Body Corp Chairman or any committee member in the absence of the Chairman. No corrective works shall be undertaken without approval.

Emergency Maintenance is to be undertaken by a utility provider or utility provider approved contractor. The Body Corp Chairman or any committee member in the absence of the Chairman, is to be notified as soon as possible of emergency maintenance.

Special Projects – Special projects, such as common area beautification, may from time to time be authorised by the Body Corporate Committee.

1.3.1 Maintenance Funding

Routine Maintenance is to be funded out of annual levy payments (Administration Fund).

Planned Maintenance is to be funded out of the Long Term Maintenance Fund (Sinking Fund part of Annual levy + retained value).

Corrective Maintenance is to be funded out of the Administration Fund.

Emergency Maintenance is to be funded out of the Administration Fund.

The end of year target is for there to be a minimum \$10,000, maximum \$15,000 retained cash figure in the administration fund.

Special Projects shall only be authorised where expenditure is predicted not to reduce the end of year administration fund below the minimum end of year target.

The end of year target is for there to be a positive balance in the sinking fund.

The Body Corp Committee will be responsible for authorising cash transfers between funds.

1.3.2 Payment of Contractors

The Body Corp Chairman (or any committee member in the absence of the Chairman) is responsible for authorisation of payment to contractors.

1.3.3 Values applied in this plan

Values are applied in Money of the Day, and as such shall be revised annually.

1.4 Annual Plan review

This plan shall be subject to annual review and revision by the Body Corp Committee

2 Maintenance items

2.1 Maintenance items covered

The following maintenance items are covered under this plan

- Common area landscaping.
- Common area fencing.
- Boundary fencing.
- External unit fabric, doors, windows, roofs.
- Common area roads and driveways.
- Utilities.

2.2 Maintenance items not covered

The following maintenance items are **NOT** covered under this plan

- Unit owner or resident erected fencing.
- Unit owner or resident landscaping.
- Lawn areas inaccessible by nature of unit owner or resident erected fencing, barrier, or landscaping.
- Unit internal fabric, decoration, fixtures and fittings.
- Damage caused to any item in clause 2.1, where that damage has been caused by tenants and is not fair wear and tear. If there is doubt over any item then this is to be referred in the first instance to the Body Corp Committee.
- Other items erected, built or replaced by a unit owner or resident as a matter of choice.
- Any item covered under insurance.

3 Maintenance Plan (Planned Maintenance)

3.1 Items not considered for planned maintenance within this plan

The following items are considered outside of the 10 year plan at date of publication:

- 1) Window Replacement estimated 2040
- 2) Roof Replacement estimated 2035
- 3) Weatherboards estimated 2026
- 4) Road Lighting (30 years following initial installation)
- 5) Security System (15 years following initial installation)

3.2 Items considered for planned maintenance within this plan

The following items are considered for planned maintenance within the 10 year plan at date of publication:

- 1) Boundary fence painting and maintenance
- 2) Garage door repairs and painting
- 3) Garage door frame repairs and painting
- 4) Common area road repairs and cleaning
- 5) Main access door and sliding door repairs and painting
- 6) House and roof cleaning
- 7) Guttering and down pipe replacement
- 8) Front door replacement (programmed over a 3 year replacement cycle)

4 Maintenance Programme / Schedule

Activity	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Routine Maint (expense)	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000
Corrective Maint (expense est)	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000
Planned Maint	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
Planned Maint (Annual Spend)	2000	4000	3000	2000	2000	3000	4000	3000	3000	3000
Planned Maintenance activity	Fence paint and maint	Garage door repair and paint	Garage door frames	Road repair and cleaning	Unit door frames	House and roof cleaning	Guttering and down pipes	Front Door Replacement year 1	Front Door Replacement year 2	Front Door Replacement year 3
Sink Fund (EOY)	1000	0000	0000	1000	2000	2000	1000	1000	1000	1000
Emergency Main Fund (Ad Fund)	10,000 Min	10,000 Min	10,000 Min	10,000 Min	10,000 Min	10,000 Min	10,000 Min	10,000 Min	10,000 Min	10,000 Min

5 Special Projects

The following special projects are identified for potential approval during the 10 year maintenance plan period:

- 1) Provision of children's playground on common area land
- 2) Provision of road lighting
- 3) Entrance area beautification
- 4) Site security system.

6 Approved Contractors

The following contractors are approved for the year Jan 2012 to Dec 2012 inc.

All works to be authorised by the Body Corporate Committee.

All of these contractors are local contractor based in or near Waiuku.

Lawn mowing and Garden Management

REA Management Services Ltd, Contact: Bob Lupton, Phone 021 240 7205

General Building Maintenance

- 1) REA Management Services Ltd, Contact: Bob Lupton, Phone 021 240 7205
- 2) Jims Construction and Maintenance, Contact: Jim Collie, Phone 027 274 5201
- 3) The Green Room, Contact: Simon Davison, Phone 021 480 255

Doors and Windows

Exceed Maintenance, Contact: Kevin Miller, Phone 0274 820 934

Roofing

SOS Roofing, Contact: Mark Baker, Phone 027 326 3944

Garage Doors.

Garage Door Services Limited, Contact: Dave, Phone 021 531 585

Paving and road repairs

All Pave, Contact: Max, Phone 0274 753 755