Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

2 April 2024

Dear Owner

Re: Body Corporate 76157
Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025
Annual General Meeting held on Monday, 18 March 2024

Please find enclosed the minutes and following attachments relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 February 2024 to 31 January 2025
- Long Term Maintenance Plan (attached as requested by owners)
- your levy notice, which is your proportion of the Body Corporate's budgeted expenses.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply.

Yours sincerely,

Ellie Johns
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 76157
Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Strata Title Administration, 1st Floor, Dilworth Building, Corner of Queen Street & Customs Street, Auckland, and via MS Teams video conference on Monday, 18 March 2024 commencing at 10:00am.

ATTENDANCE:

Lot #	Unit #	Attendance	Owners Legal Name Representative at AGM
4	D	Apology	Osborne, Betty Proxy: Ms Joanna Bienkowska
5	E	Yes	Mr T Mulloy & Ms J Jamieson Mr Thomas Mulloy via MS Teams
6	F	Apology	Pickett, Samuel No Representative
7	G	Yes	Mr B Ignasiak & Ms J Bienkowska Ms Joanna Bienkowska via MS Teams

OTHERS PRESENT: Ms Ellie Johns representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING
Resolved: That the Body Corporate elects Ms Ellie Johns as a representative of Strata to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES
Resolved: That the apologies and proxy as detailed in the record of attendance be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS
Resolved: That the Body Corporate approves the financial report for the period 1 February 2023 to 31 January 2024.

4 REPORT FROM THE COMMITTEE
Ms Joanna Bienkowska reported to the meeting that the Committee have obtained a new LTMP. Ms Johns will attach a copy to the minutes of the AGM for all owners to access. A copy is also available on the owners portal.
Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE
Resolved: That the Body Corporate appoints Mr Thomas Mulloy as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE
Resolved: That the Body Corporate elects a committee of two (2) members, which shall have a quorum of two (2) members, comprising of:
Mr Thomas Mulloy
Ms Joanna Bienkowska

(ii) Conflict of interest register:
Resolved: That the Interests Register is received.

7 DELEGATION OF DUTIES
Resolved by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

8 OFFICE BEARERS LIABILITY (OBL) INSURANCE

Resolved: That the Body Corporate accepts the quote from Chubb Insurance for $713.00 including GST for OBL cover of $1,000,000, to cover both indemnity and defence costs, for the period 24 March 2024 to 24 March 2025.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate insures with Vero Insurance for principal cover at the quoted premium of $11,291.98 including GST for the period 24 March 2024 to 24 March 2025 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

10 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

11 COMMON MAINTENANCE MATTERS

Driveway Potholes: Mr Mulloy reported that there are potholes in the driveway.
Action Point: Mr Mulloy will undertake to do a temporary fix of the potholes. The committee will continue to monitor and review as required.
Gates, Fences and Garden Beds: Owners discussed gates and fencing that need replacement.
Action Point: The committee will obtain itemised quotes for consideration, these will include fencing, gates and the garden beds.
Resolved: That the Body Corporate's Chairperson/Committee is to agree, approve and arrange the maintenance required over the forthcoming year.

12 LONG TERM MAINTENANCE PLAN (LTMP)

Resolved:
(i) That the Committee is to continue to review the Body Corporate's LTMP drafted by Solutions in Engineering (attached as requested) on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is to continue to arrange the required maintenance set out in the plan as and when required.

13 LONG TERM MAINTENANCE FUND (LTMF)

Resolved by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

14 HEALTH & SAFETY AT WORK ACT 2015

Resolved: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

15 BUDGET AND LEVIES

Resolved:
(i) That the Body Corporate adopts an **operating account budget** of **$16,871.98** and a **contingency fund budget** of **$5,000.00** for the period 1 February 2024 to 31 January 2025 and sets the levy due date as **15 April 2024.**

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

16 DEBT RECOVERY REGIME

Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of $126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the $126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

17 TAX AGENT

Resolved: That the Body Corporate authorises Strata to appoint a tax agent on their behalf which shall have access to the Body Corporate's tax types and be able to liaise with the Inland Revenue Department and obtain information from the Inland Revenue Department on the Body Corporate's behalf.

18 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Resolved by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

19 COMMUNICATION

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

20 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

21 AGM CLOSURE

With no further business to discuss, Ms Ellie Johns thanked all the owners present for their attendance and participation and declared the meeting closed at 10:30am.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

UNIT TITLES REGULATIONS 2011: please go to the link

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Approved Budget
to apply from 01/02/2024

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

Body Corporate 76157 — 119 East Tamaki Road, Papatoetoe Auckland 2025

General

Operating Account

		Approved budget	Actual 01/02/2023-31/01/2024	Previous budget
Revenue				
143000	Levies Due--Admin	16,871.98	14,738.21	14,738.21
	Total revenue	16,871.98	14,738.21	14,738.21
Less expenses				
154000	Admin--Management Fees--Standard	2,654.00	2,584.00	2,584.00
159101	Insurance--Office Bearers Liability	713.00	713.00	713.00
159100	Insurance--Premiums	11,291.98	9,241.21	9,241.21
159200	Insurance--Valuation	713.00	713.00	700.00
167200	Maint Bldg--General Maintenance & Disbursements	500.00	125.58	500.00
178200	Maint Grounds--Lawns & Landscaping	1,000.00	1,032.00	1,000.00
	Total expenses	16,871.98	14,408.79	14,738.21
Surplus/Deficit		0.00	329.42	0.00
	Opening balance	3,227.69	2,898.27	2,898.27
Closing balance		$3,227.69	$3,227.69	$2,898.27
Total units of entitlement		2010		2010
Levy contribution per unit entitlement		$8.39		$7.33

General

Contingency Fund

	Approved budget	Actual 01/02/2023-31/01/2024	Previous budget
Revenue			
243000 1 Levies Due--Contingency Fund	5,000.00	5,000.01	5,000.00
Total revenue	5,000.00	5,000.01	5,000.00
Less expenses			
254400 1 Contingency--Other Expenses	5,000.00	868.00	5,000.00
Total expenses	5,000.00	868.00	5,000.00
Surplus/Deficit	0.00	4,132.01	0.00
Opening balance	25,032.05	20,900.04	20,900.04
Closing balance	$25,032.05	$25,032.05	$20,900.04
Total units of entitlement	2010		2010
Levy contribution per unit entitlement	$2.49		$2.49

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Long-Term Maintenance Plan

119 East Tamaki Road

Papatoetoe 2104

Unit Plan 76157

Report details	
Inspection date:	6/06/2023
Inspector:	Jared Fisher

AUCKLAND > Level 27, PWC Tower,188 Quay Street, Auckland 1010
PO Box 106508, Auckland City, PostShop, Auckland 1143

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8/06/2023

The Body Corporate Committee Members
119 East Tamaki Road
Papatoetoe 2104

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast maintenance expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	$14.48
Total Utility Interests	2010
Total Long Term Maintenance Fund Levy	$29,100.00

The data used to arrive at the above figures is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 0800 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,

The Team at Solutions in Engineering

AUCKLAND > Level 27, PWC Tower,188 Quay Street, Auckland 1010
PO Box 106508, Auckland City, PostShop, Auckland 1143

Building Details & Report Inputs

Supplied information

Building Address	119 East Tamaki Road Papatoetoe 2104
Unit Plan No.	76157
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	1974
Number of Utility Interests	2010
Number of Units	7
Estimated Long Term Maintenance Fund Balance	$20,900
Starting date of Financial Year for Report	1/02/2024
GST Status	Not Registered for GST
Current Long-Term Maintenance Levy per Utility interests	$2.49

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over $10,000) Years 1 - 3	1.70%
Assumed Interest Rate on invested funds (For funds over $10,000) Years 4 - 15	3.00%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 1 - 3	1.22%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 4 - 15	2.16%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	3.00%
Forecast Period - Number of years the forecasts	15 years

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Utility Interest	Quarterly Contribution
1	31/01/2025	29,100.00	14.48	3.62
2	31/01/2026	29,973.00	14.91	3.73
3	31/01/2027	11,500.00	5.72	1.43
4	31/01/2028	11,845.00	5.89	1.47
5	31/01/2029	12,200.35	6.07	1.52
6	31/01/2030	12,566.36	6.25	1.56
7	31/01/2031	12,943.35	6.44	1.61
8	31/01/2032	13,331.65	6.63	1.66
9	31/01/2033	13,731.60	6.83	1.71
10	31/01/2034	14,143.55	7.04	1.76
11	31/01/2035	14,567.86	7.25	1.81
12	31/01/2036	15,004.90	7.47	1.87
13	31/01/2037	15,455.05	7.69	1.92
14	31/01/2038	15,918.70	7.92	1.98
15	31/01/2039	16,396.26	8.16	2.04

15 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated **'Opening Balance'** at the start of the first financial year which you provided to us. We then add the **'Total Levy Contributions'** for the year and any **'Interest'** on balances greater than $10,000. Any **'Anticipated Expenses'** (including contingency allowance) are then allowed for leaving a **'Closing Balance'** for the year which in turn becomes the **'Opening Balance'** for the following year. In summary:
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

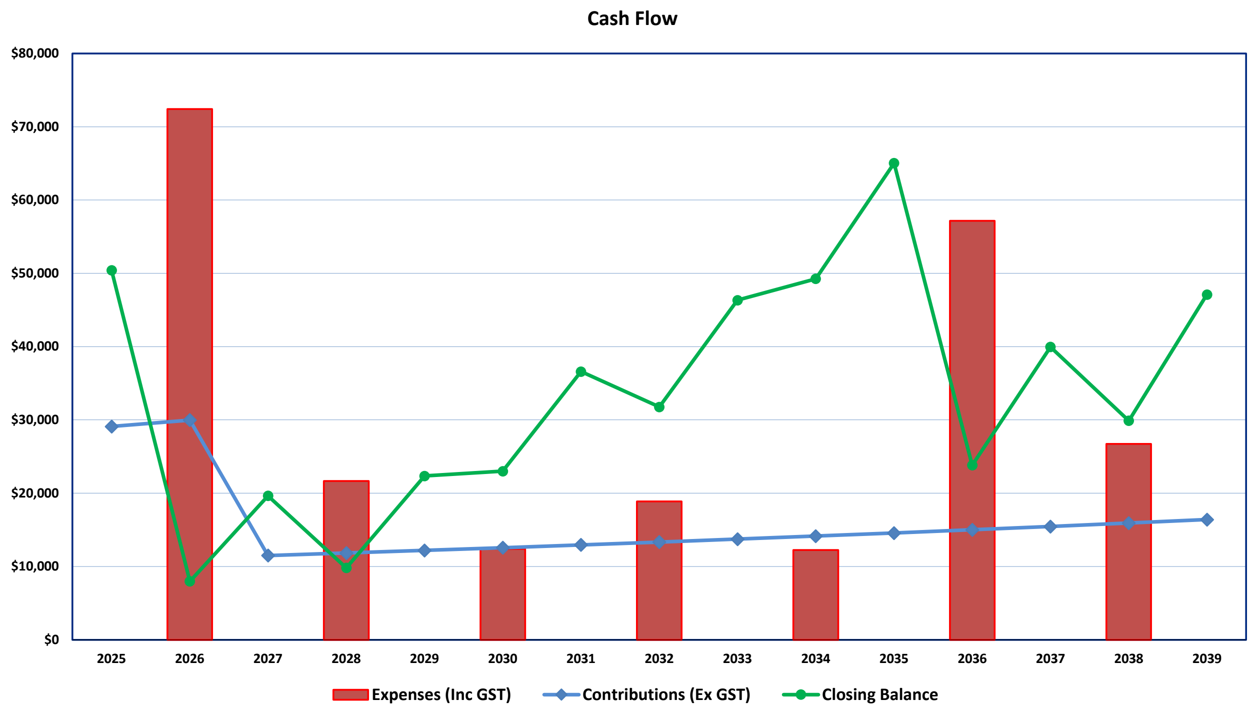
Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Inc. GST)	Closing Balance
1	31/01/2025	20,900.00	29,100.00	432.49	0.00	50,432.49
2	31/01/2026	50,432.49	29,973.00	0.00	72,436.00	7,969.49
3	31/01/2027	7,969.49	11,500.00	167.38	0.00	19,636.87
4	31/01/2028	19,636.87	11,845.00	0.00	21,668.00	9,813.87
5	31/01/2029	9,813.87	12,200.35	343.74	0.00	22,357.96
6	31/01/2030	22,357.96	12,566.36	484.74	12,399.00	23,010.06
7	31/01/2031	23,010.06	12,943.35	636.81	0.00	36,590.22
8	31/01/2032	36,590.22	13,331.65	730.44	18,879.00	31,773.31
9	31/01/2033	31,773.31	13,731.60	834.60	0.00	46,339.51
10	31/01/2034	46,339.51	14,143.55	1,021.39	12,249.00	49,255.45
11	31/01/2035	49,255.45	14,567.86	1,221.25	0.00	65,044.56
12	31/01/2036	65,044.56	15,004.90	949.49	57,178.00	23,820.95
13	31/01/2037	23,820.95	15,455.05	681.45	0.00	39,957.45
14	31/01/2038	39,957.45	15,918.70	746.34	26,728.00	29,894.49
15	31/01/2039	29,894.49	16,396.26	822.80	0.00	47,113.55

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:
Contributions line - Total maintenance fund contributions per year.

Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

15 Year Cash Flow Tracking Sheet

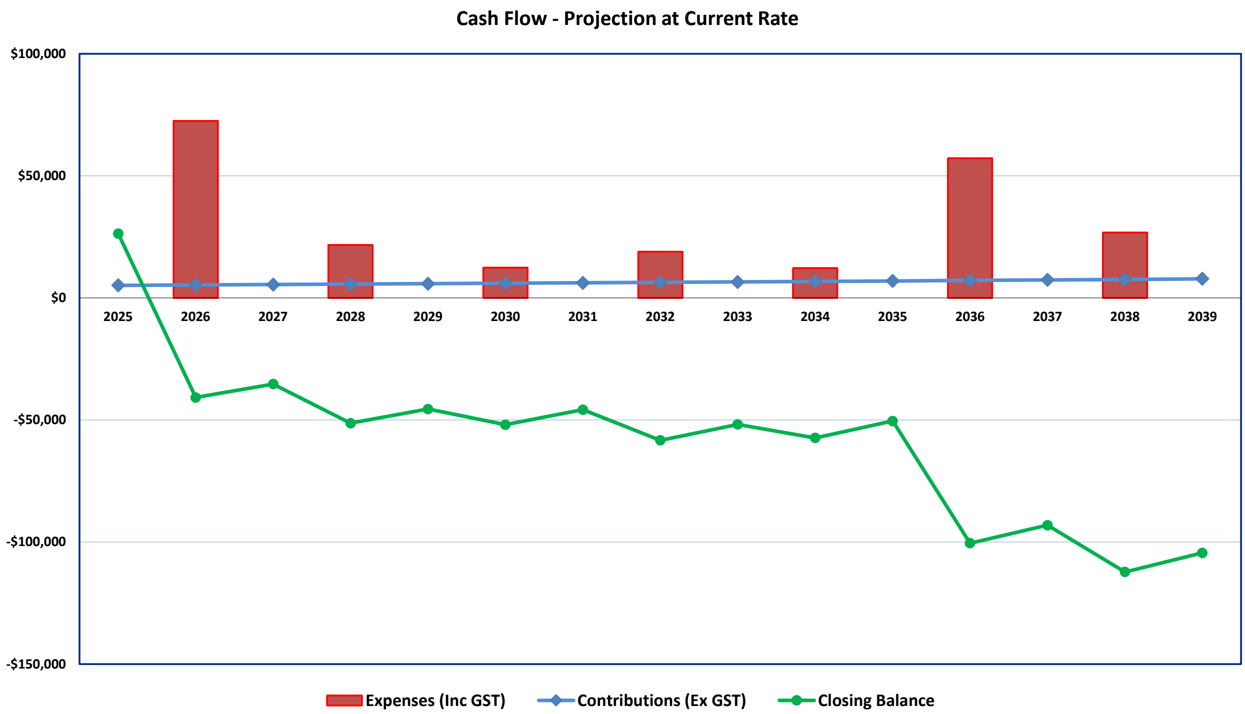
The table below shows the cash flow for the entirety of the forecast. In summary:
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Inc. GST)	Closing Balance
1	31/01/2025	20,900.00	5,155.05	286.43	0.00	26,341.48
2	31/01/2026	26,341.48	5,309.70	0.00	72,436.00	-40,784.82
3	31/01/2027	-40,784.82	5,468.99	0.00	0.00	-35,315.83
4	31/01/2028	-35,315.83	5,633.06	0.00	21,668.00	-51,350.77
5	31/01/2029	-51,350.77	5,802.05	0.00	0.00	-45,548.72
6	31/01/2030	-45,548.72	5,976.11	0.00	12,399.00	-51,971.61
7	31/01/2031	-51,971.61	6,155.39	0.00	0.00	-45,816.22
8	31/01/2032	-45,816.22	6,340.05	0.00	18,879.00	-58,355.17
9	31/01/2033	-58,355.17	6,530.25	0.00	0.00	-51,824.92
10	31/01/2034	-51,824.92	6,726.16	0.00	12,249.00	-57,347.76
11	31/01/2035	-57,347.76	6,927.94	0.00	0.00	-50,419.82
12	31/01/2036	-50,419.82	7,135.78	0.00	57,178.00	-100,462.04
13	31/01/2037	-100,462.04	7,349.85	0.00	0.00	-93,112.19
14	31/01/2038	-93,112.19	7,570.35	0.00	26,728.00	-112,269.84
15	31/01/2039	-112,269.84	7,797.46	0.00	0.00	-104,472.38

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:
Contributions line - Total maintenance fund contributions per year.
Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-
'Expenditure Items' - lists the different areas and items of expenditure.
'Current Cost' - shows the current maintenance expenditure costs in today's dollars.
Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended	2,351	-	2,494	-	2,646	-	2,807	-	2,978	-	3,160	-	3,352	-	3,556	-
Repaint elevations - all previously painted surfaces including soffits, fascia, barge boards gable end timber cladding, timber cladding and trim detail	16,920	-	17,950	-	-	-	-	-	-	-	-	-	24,124	-	-	-
Garage door repaint - residential size	3,605	-	3,825	-	-	-	-	-	-	-	-	-	5,140	-	-	-
Sub Total (Incl. GST)		**0**	**24,269**	**0**	**2,646**	**0**	**2,807**	**0**	**2,978**	**0**	**3,160**	**0**	**32,616**	**0**	**3,556**	**0**
2. WORK AT HEIGHTS ACCESS																
Elevating working platforms - methods to elevations by contractor - exterior (Total: 423 m2) - 50%	1,866	-	1,980	-	-	-	-	-	-	-	-	-	2,660	-	-	-
Sub Total (Incl. GST)		**0**	**1,980**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,660**	**0**	**0**	**0**
3. ROOFING																
Roof covering - tile repairs, inspections and cleaning (Total: 1020 m2) - 10%	6,521	-	-	-	7,339	-	-	-	8,261	-	-	-	9,297	-	-	-
Re-bed and repoint tiled roof ridge and hip capping	5,866	-	-	-	6,602	-	-	-	-	-	-	-	-	-	8,873	-
Gutter repairs and clean-outs	840	-	891	-	945	-	1,003	-	1,064	-	1,129	-	1,198	-	1,271	-
Rain heads, down pipes and roof-drains clean-outs	560	-	594	-	630	-	669	-	709	-	753	-	798	-	847	-
Sub Total (Incl. GST)		**0**	**1,485**	**0**	**15,516**	**0**	**1,672**	**0**	**10,034**	**0**	**1,882**	**0**	**11,293**	**0**	**10,991**	**0**
4. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance	700	-	743	-	788	-	836	-	887	-	941	-	998	-	1,059	-
Driveway - replacement of bitumen surface topcoat	28,965	-	30,729	-	-	-	-	-	-	-	-	-	-	-	-	-

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)
Driveway - bitumen surface repair and reprofile - following replacement of topcoat (Total: 580 m2) - 5%	1,912	-	-	-	-	-	-	-
Walkway - concrete surface repairs and cleaning (Total: 50 m2) - 10%	335	-	355	-	-	-	400	-
Sub Total (Incl. GST)		**0**	**31,827**	**0**	**788**	**0**	**1,236**	**0**
5. FIXTURES AND FITTINGS								
Letterbox replacement	1,155	-	-	-	-	-	1,379	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**1,379**	**0**
6. FENCING								
Boundary fence repairs (Total: 205 lm) - 10%	1,984	-	2,105	-	-	-	2,369	-
Common and unit fence repaint	2,430	-	2,578	-	-	-	-	-
Common and unit fence repairs (Total: 90 lm) - 10%	850	-	902	-	-	-	1,015	-
Sub Total (Incl. GST)		**0**	**5,585**	**0**	**0**	**0**	**3,384**	**0**
7. WATER								
Plumbing maintenance - common systems only - allowance	665	-	706	-	748	-	794	-
Sub Total (Incl. GST)		**0**	**705**	**0**	**748**	**0**	**794**	**0**
Grand Total (Incl. GST)		**0**	**65,851**	**0**	**19,698**	**0**	**11,272**	**0**
Contingency Allowance (Incl. GST)		**0**	**6,585**	**0**	**1,970**	**0**	**1,127**	**0**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**0**	**72,436**	**0**	**21,668**	**0**	**12,399**	**0**

Expenditure Item	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
Driveway - bitumen surface repair and reprofile - following replacement of topcoat (Total: 580 m2) - 5%	2,422	-	-	-	-	-	2,892	-
Walkway - concrete surface repairs and cleaning (Total: 50 m2) - 10%	-	-	450	-	-	-	507	-
Sub Total (Incl. GST)	**3,309**	**0**	**1,391**	**0**	**998**	**0**	**4,458**	**0**
5. FIXTURES AND FITTINGS								
Letterbox replacement	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6. FENCING								
Boundary fence repairs (Total: 205 lm) - 10%	-	-	2,666	-	-	-	3,001	-
Common and unit fence repaint	-	-	-	-	3,465	-	-	-
Common and unit fence repairs (Total: 90 lm) - 10%	-	-	1,142	-	-	-	1,286	-
Sub Total (Incl. GST)	**0**	**0**	**3,808**	**0**	**3,465**	**0**	**4,287**	**0**
7. WATER								
Plumbing maintenance - common systems only - allowance	842	-	894	-	948	-	1,006	-
Sub Total (Incl. GST)	**842**	**0**	**894**	**0**	**948**	**0**	**1,006**	**0**
Grand Total (Incl. GST)	**17,163**	**0**	**11,135**	**0**	**51,980**	**0**	**24,298**	**0**
Contingency Allowance (Incl. GST)	**1,716**	**0**	**1,114**	**0**	**5,198**	**0**	**2,430**	**0**
Grand Total Expenses (Incl. Contingency Allowance and GST)	**18,879**	**0**	**12,249**	**0**	**57,178**	**0**	**26,728**	**0**

Building Data List from the Property Inspection for 119 East Tamaki Road

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

’Items’ – identifies and describes the maintenance item
’Qty’ – lets you know the quantity of that item in scope
’Unit’ – is the unit rate used to measure the quantity
’Rate’ – is the cost of each unit in dollars
’Value’ – is the quantity (Qty) multiplied by the Rate ($)
‘Next Due’ - is the remaining life in years until an item needs money spent on it.
‘Total Life’ - is the total life the item after it is replaced, repaired or reed.
‘Comments’ – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
1. PROPERTY EXTERIOR							
Building wash - soft chemical wash recommended	855	m2	2.75	2,351.00	2	2	Quotation required
Repaint elevations - all previously painted surfaces including soffits, fascia, barge boards gable end timber cladding, timber cladding and trim detail	423	m2	40.00	16,920.00	2	10	Quotation required
Garage door repaint - residential size	7	ea	515.00	3,605.00	2	10	Quotation required
2. WORK AT HEIGHTS ACCESS							
Elevating working platforms - methods to elevations by contractor - exterior (Total: 423 m2) - 50%	212	m2	8.80	1,866.00	2	10	Quotation required
3. ROOFING							
Roof covering - tile repairs, inspections and cleaning (Total: 1020 m2) - 10%	102	m2	63.93	6,521.00	4	4	Future funding or repair as required
Re-bed and repoint tiled roof ridge and hip capping	140	lm	41.90	5,866.00	4	10	Re-bed and repoint as required
Gutter repairs and clean-outs	7	Item	120.00	840.00	2	2	Ongoing maintenance program
Rain heads, down pipes and roof-drains clean-outs	7	Item	80.00	560.00	2	2	Ongoing maintenance program
4. DRIVEWAY AND WALKWAY							
Drainage maintenance - allowance	1	Item	700.00	700.00	2	2	Ongoing maintenance program
Driveway - replacement of bitumen surface topcoat	580	m2	49.94	28,965.00	2	24	Quotation required
Driveway - bitumen surface repair and reprofile - following replacement of topcoat (Total: 580 m2) - 5%	29	m2	65.94	1,912.00	8	6	Future funding or repair as required
Walkway - concrete surface repairs and cleaning (Total: 50 m2) - 10%	5	m2	67.00	335.00	2	4	Future funding or repair as required
5. FIXTURES AND FITTINGS							
Letterbox replacement	7	ea	165.00	1,155.00	6	16	Quotation required
6. FENCING							
Boundary fence repairs (Total: 205 lm) - 10%	21	lm	94.47	1,984.00	2	4	Ongoing maintenance program
Common and unit fence repaint	90	lm	27.00	2,430.00	2	10	Quotation required
Common and unit fence repairs (Total: 90 lm) - 10%	9	lm	94.47	850.00	2	4	Ongoing maintenance program
7. WATER							
Plumbing maintenance - common systems only - allowance	7	Item	95.00	665.00	2	2	Ongoing maintenance program

Building Photo Section

Item Group
PROPERTY EXTERIOR




The building is recommended a regular wash at least every 2 years and a re-paint every 10 years. This is reflected in the report.

Item Group

WORK AT HEIGHTS ACCESS

The scaffolding is required to carry out painting on the building. It is recommended to carry out any other maintenance work while the scaffolding is available. This is reflected in the report.

Item Group
ROOFING     The roofing, gutters and ridge cappings require regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

DRIVEWAY AND WALKWAY

The asphalt driveway and concrete walkway requires regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

FIXTURES AND FITTINGS

The letterboxes are in good condition but as they have a life cycle a replacement cost has been allowed for in the long term.

Item Group

FENCING

The boundary and common fences require regular maintenance, cleaning, and or repairs. This is reflected in the report.

Item Group

WATER

The common water systems require regular maintenance and or repairs. This is reflected in the report.

Inspector's Report for 119 East Tamaki Road

1. INFLATION - It is necessary to offset the effects of inflation of construction materials and labour costs and to ensure that adequate funds are available to provide for major works which frequently become necessary as the property ages, but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. UPDATES - We recommend that this report be updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. ADMINISTRATION EXPENSES - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. HARSH ENVIRONMENT - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
5. PAINT WITHIN LOT BOUNDARIES - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
6. PAINT QUOTATIONS - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
7. PAINT SERVICE-LIFE - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
8. PAINTED METAL - Some painted metal items show signs of wear and / or damage. Repainting these items is recommended in the short term, but full replacement of these items should be considered and planned for well in advance.
9. POWDER COAT REPAINT - Powder coated surfaces have a lengthy maintenance-free period when new. After this period, these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will require special preparation for repainting.
10. POWDER COAT WARRANTY - Powder coated surfaces may be subject to a manufacturer's warranty. Therefore, the manufacturer's cleaning and maintenance recommendations should be followed.
11. ELEVATING WORKING PLATFORMS - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
12. BITUMEN SURFACES - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
13. SURFACE CLEANING - Surface cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water restrictions.
14. FENCES OR WALLS DIVIDING PRIVATE LOTS - For aesthetic and practical reasons, the maintenance costs for certain fences or walls dividing private lots from one another have been included in this report.
15. FENCES OR WALLS DIVIDING COMMON PROPERTY FROM LOTS - For aesthetic and practical reasons, the maintenance costs for fences or walls dividing the common property from individual lots have been included in this report.
16. BOUNDARY FENCES OR WALLS - Maintenance of fences or walls between properties is regulated under the Fencing Act 1978, which states that neighbours have equal responsibility for dividing fences or walls (excluding retaining walls). As such, a 50% rate has been used for all maintenance work on boundary fences or walls.

17. TILED ROOFS - Tiled roofs may have a service life of 60 years or more with proper care and maintenance.

18. PROPERTY AGEING - The current levies are too low to maintain and improve the property over the next 15 years. The maintenance cost on this type of property during the early years is typically low but as the property ages, it is essential to budget for major works and upgrades.

19. HEIGHT ALLOWANCE - Funds allocated for painting & remedial works can be used for many types of access equipment including, but not limited to scaffolding, boom lifts, cherry pickers, rope access, etc.

20. ALUMINIUM – Aluminium materials and structures may have a service life of 40 years or more with proper care and maintenance.

Report Notes
Long-Term Maintenance Plan

This forecast satisfies the current requirements of Section 116 of the Unit Titles Act 2010 and Section 30 of the Unit Titles Regulations 2011. The Regulations state:-

116 Long-term maintenance plans

(1) A body corporate must establish and regularly maintain a long-term maintenance plan.
(2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan.
(3) The purpose of a long-term maintenance plan is to –

(a) Identify future maintenance requirements and estimate the costs involved; and
(b) Support the establishment and management of the funds; and
(c) Provide a basis for the levying of owners of principal units; and
(d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

30 Long-term maintenance plans
(1) A long-term maintenance plan must—
(a) cover—
(i) the common property, building elements, and infrastructure of the unit title development; and
(ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
(b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
(c) state the period covered by the plan; and
(d) state the estimated age and life expectancy of each item covered by the plan; and
(e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
(f) state whether there is a long-term maintenance fund; and
(g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
(h) state who has prepared the plan.

(2) A body corporate must carry out a revie of its plan once every 3 years.

(3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long Term Maintenance Plan applies to all buildings whether they are a leaky building or not. A Long Term Maintenance Plan assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long Term Maintenance Plan obviously does not involve this process. However the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

***Safety* -** The inspection does not cover safety issues.

***Lifts* -** Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

***Items with Indefinite Lives* -** There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate); for example: sanitary fittings and lift carriage interiors. This plan deals only with estimating the timing of physical obsolescence.

***Improvements* -** The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

***Defects* -** No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

***Ongoing Maintenance Programs* -** The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

***Updates* -** The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years (Unit Titles *Regulations 2011, Section 30(2)*). We recommend a minimum of bi-annual updates.

***Your FREE amendment (conditions)* -** In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.