



RESIDENTS HANDBOOK UNIT 9

Site Size:	139 sqm
Unit Size:	76.5 sqm
Title Number:	1021939

Address: 16 Russell Road, Manurewa



Dear New Home Owner,

Congratulations!

Nau mai, haere mai. Welcome to your new home.

We have put this booklet together as an information guide covering everything from paint colours, to who you should call if your heat pump breaks. We've pulled together tips on caring for your home to ensure you gain the most out of the features and chattels we have installed for you and your family.

We would like to take this opportunity to wish you well in your new home and trust that it is all that you dreamed it would be!

Ceta Homes Team

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Frequently Asked Questions

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Contact

We trust you will enjoy living in your new Ceta Homes build. We offer a 90-day defects period on all our new homes, which is in addition to the 10-year implied warranties covered by us on all structural/building work.

As part of your handover you would have received a defects form. Defects listed on this form during the first 90-days will be attended to after the defect period. This includes items such as the heated towel rail not working, faulty power socket or a loose tap. For any queries around this or anything else, please contact enquiries@cetahomes.co.nz
(Refer to the defects form for more info.)

For any emergencies please contact the builder, details listed below eg. flooding laundry or hot water cylinder issues.

Builder - Goldsmith Developments, 021 750 280

Warranties/Guarantees

You have copies of the warranties for the specific items in the below list, please refer to the details provided in those warranties in the first instance before getting in touch with the provider.

For any other items, please refer to the contact list of suppliers provided. We recommend you refer to the manufacturers websites for further advice and guidance around their warranties and guarantees.

For maintenance advice, we've included a guide in this handbook which should help you get the best life out of the features in your home - on page 10.

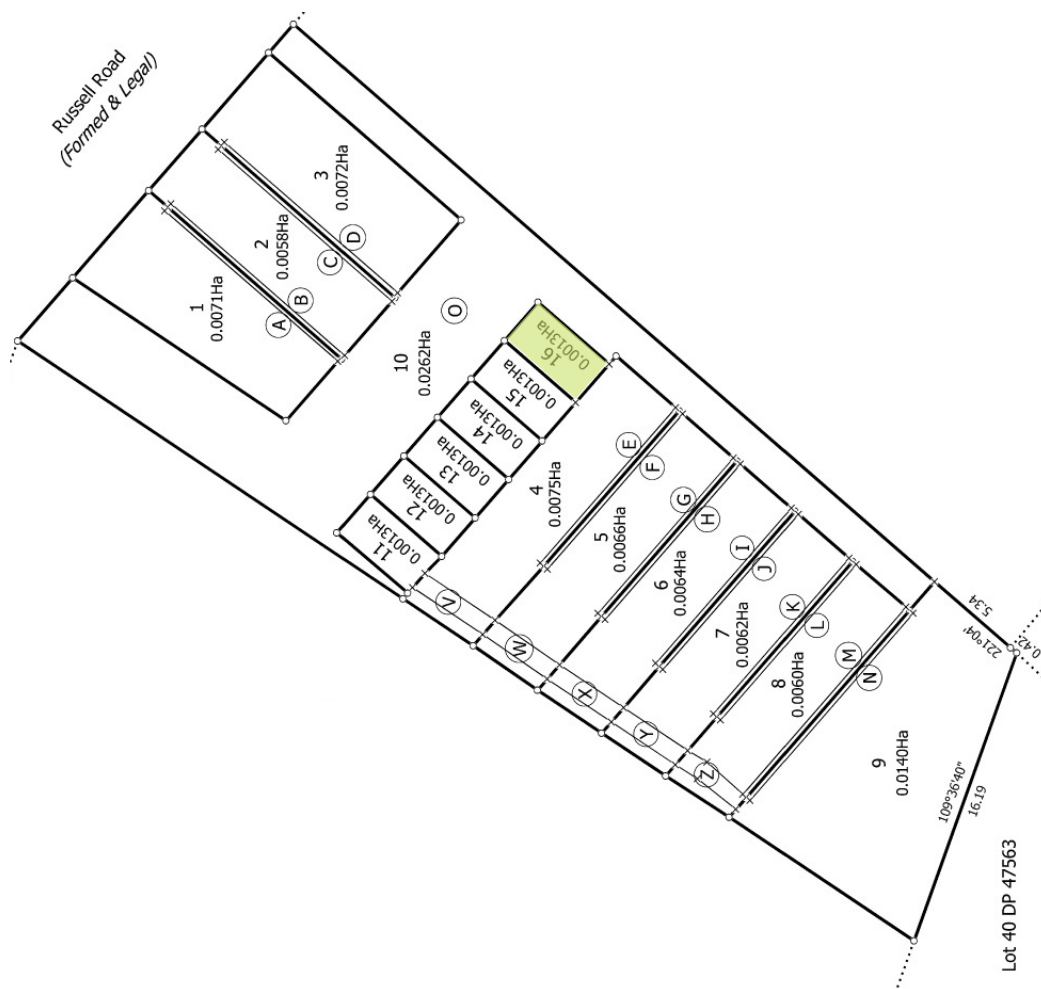
Model/Serial Numbers

ITEM	BRAND	MODEL NUMBER	SERIAL NUMBER
Oven	Fisher & Paykel	OB60SC6CEX2	UAV295655
Cooktop	Fisher & Paykel	CE604CBX2	URV181700
Extractor Fan	Fisher & Paykel	HC60PLX4	50133200622022
Dishwasher	Fisher & Paykel	DW60FC2X1	FAN7F0263
Heat Pump Outdoor	Mitsubishi Electric	MUZ-GS35VFD	287902151CE
Heat Pump Indoor	Mitsubishi Electric	MSZ-GS35VFD	1001864
Hot Water Cylinder	Rheem	31218015	24933

Unit Information

Lot:	9
Address:	16 Russell Road, Manurewa, Auckland 2102
Consent Number:	BCO10335669
ICP Number:	ICP-1002165411LCE32
Electricity Meter Number:	251409783
Water Meter Number:	X21A644271
Final Inspection Cert:	3 November 2022
CCC Issue Date:	17 November 2022

Car Park: Lot 16 - refer to image below



Colour Schemes

EXTERIOR ITEM	PRODUCT	COLOUR
Bricks	The Brickshop	Aberdeen
Downpipes	PVC	White
Gutters	PVC	Flax Pod
Joinery	Fairview Windows	Matte Black
Roof	Coloursteel	Flax Pod
Weatherboards	Resene	Black White
INTERIOR ITEM	PRODUCT	COLOUR
Carpet	Carpet Mill	Casa Bella, Nitro
Ceilings, Doors, Trims & Walls	Resene	Black White
Door Hardware	Schlage - Regent	Satin Chrome
Kitchen Benchtop	Uniquartz	White Ice
Kitchen Cabinets	Bestwood	Arctic White
Vinyl	Carpet Mill	Tavel 595

Code Compliance Documentation



17 November 2022

Ceta Russell Road Limited
C/O Jason Donnelly
8 Antares Place
Rosedale
Auckland 0632

Dear Sir/Madam

Building consent number: BCO10335669
Address: 16 Russell Road Manurewa Auckland 2102
Description: 9x new units. Unit 1-3 - 3 storeys, each include 3 bedrooms, 3 bathrooms & internal garage. Units 4-8 - 2 storeys, each include 2 bedrooms & 1.5 bathrooms. Unit 9 - Single storey to include 2 bedrooms & 1 bathroom.
Area office: Manukau-PBC

Code Compliance Certificate (CCC) approved

We refer to the building consent for the above described work. Please find attached your code compliance certificate issued under s.95 of the Act, which confirms the satisfactory completion of this project.

If you have any further queries regarding this matter, please contact the undersigned on (09) 301 0101 or email quoting the above building consent number.

Yours Faithfully

Regulatory Support Team

BUILDING CONSENTS

Email: REGSUPPORTCCCSOUTH@AUCKLANDCOUNCIL.GOV.NZ

Code Compliance Certificate



Code compliance certificate

Section 95, Building Act 2004
(Form 7 - Building (Forms) Regulations 2004)



THE BUILDING	
Building consent number:	BCO10335669
Date building consent issued:	4 November 2021
Street address of building:	16 Russell Road Manurewa Auckland 2102
Legal description of land where building is located:	LOT 9 DP 568433, 1/9 SH LOT 10 DP 568433, LOT 16 DP 568433, LOT 5 DP 568433, 1/9 SH LOT 10 DP 568433, LOT 12 DP 568433, LOT 4 DP 568433, 1/9 SH LOT 10 DP 568433, LOT 11 DP 568433, LOT 1 DP 568433, 1/9 SH LOT 10 DP 568433, LOT 2 DP 568433, 1/9 SH LOT 10 DP 568433, LOT 6 DP 568433, 1/9
Building name:	N/A
Location of building within site / block number:	N/A
Level or unit number:	N/A
Currently, lawfully established use: [include number of occupants per level and per use if more than 1]	Housing
Year First constructed:	2021
THE OWNER	
Name of owner:	Ceta Russell Road Limited
*Contact person:	Jason Donnelly
Mailing address:	C/O Jason Donnelly, 8 Antares Place, Rosedale, Auckland 0632
Street address / registered office:	N/A
Phone Number: Landline:	+64 (21) 105 5673
Mobile:	+64 (21) 105 5673
Daytime:	+64 (21) 105 5673
After hours:	N/A
Facsimile No:	N/A
Email address:	jonathan@cetahomes.co.nz
Website:	N/A
FIRST POINT OF CONTACT FOR COMMUNICATION WITH THE BUILDING CONSENT AUTHORITY (Must be in New Zealand)	
Full name:	Yana Smith
Mailing address:	PO Box 76515, Manukau, Auckland 2241
Street address / registered office:	N/A
Phone Number: Landline:	+64 (9) 272 3443
Mobile:	N/A
Daytime:	+64 (9) 272 3443
After hours:	N/A
Facsimile No:	N/A
Email address:	returns@pbc.co.nz
BUILDING WORK	
Issued by:	Auckland Council
Building Consent Number:	BCO10335669
9x new units. Unit 1-3 - 3 storeys, each include 3 bedrooms, 3 bathrooms & internal garage. Units 4-8 - 2 storeys, each include 2	

Code Compliance Certificate



bedrooms & 1.5 bathrooms. Unit 9 - Single storey to include 2 bedrooms & 1 bathroom.

CODE COMPLIANCE

The building consent authority named below is satisfied, on reasonable grounds, that:

☒ The building work complies with the building consent.

ATTACHMENTS

Compliance schedule

On behalf of Auckland Council:

A handwritten signature in black ink, appearing to read "Ian McCormick", inside a rectangular box.

Date Issued:

17 November 2022

Print name:

Ian McCormick

Position:

General Manager, Building Consents

Auckland Council, Private Bag 92300, Auckland 1142



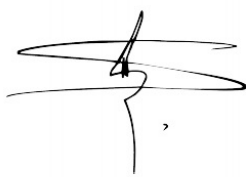
Certificate of Incorporation

RUSSELL TERRACES RESIDENTS' ASSOCIATION INCORPORATED

50122150

NZBN: 9429050828494

This is to certify that RUSSELL TERRACES RESIDENTS' ASSOCIATION INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 9th day of September 2022

A handwritten signature in black ink, appearing to be "R. J. Smith".

Registrar of Incorporated Societies
9th day of September 2022



To check the validity of this certificate visit
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429050828494/IncorporatedSociety-48028862.html>

Certificate generated on 09 September 2022 11:07 AM NZST

Regular Exterior Maintenance

Painted Weatherboard

Regular maintenance of all finished surfaces, particularly finished timber surfaces is important. Timber is a natural product and requires regular attention to prevent the onset of rapid changes that can ultimately lead to deterioration.

- Exterior painted surfaces will benefit from yearly washing using low pressure water and a brush to help remove surface contaminants such as mould, algae and chalking.
- Cut back vegetation and landscaping when it gets too close to or is touching your weatherboards.
- Exterior surfaces with high sun exposure may need to be repainted every five years - refer to Resene for advice on exact re-coating requirements.

We recommend you refer to the James Hardie website for more specific information.

Brick

Your house is built with brick veneer, this means there is a cavity between the timber framing and the brickwork. You must keep the external drainage cavities at the base of the brick walls clear – check regularly that soil and plants are not blocking them.

Roof, Drains and Gutters

Your home has a pre-painted steel roof. Once a year you should check your roof to ensure problems such as mould and algae are not developing and that the steel roof fixings are still in place. Things to look for include flashings that may have corroded or lifted. Overhanging branches may damage roofing materials so it is important that you keep the trees next to your house well trimmed.

Regularly clean out your gutters, drains and overflow pipes as required. Blocked and damaged drains can cause serious flooding so it's important that you contact a professional drain cleaner as soon as you become aware of problems.

Joinery

Keeping windows in good condition is an essential part of home maintenance and will help protect your investment. See below for some advice on maintenance and cleaning tips, and check out Fairview Windows and Doors website for more details and their care and maintenance guide.

- Every 3-6 months scrub away accumulated salt residue with fresh water and mild soap. For metal components such as hinges or fasteners, remove loose dirt with a damp sponge or soft brush and warm water then clean off any remaining residue with fresh water.
- Watch out for condensation (see page 13 for more info)

Cleaning External and Internal Painted Surfaces

Resene recommend cleaning their paintwork with Resene Interior Paintwork Cleaner. And to maximize the life of their paints, follow the suggestions below.

- Always test the cleaning method in an inconspicuous area to ensure the cleaning process you plan to use does not alter the finish of the paint. Wait until the test area has dried before using the same technique on more conspicuous areas. Walls may appear discoloured as they absorb water, but should dry back to their original colour.
- Do not vigorously scrub the surface nor use an abrasive or strong cleaning agent as you may burnish the paint surface and mar the paint finish. Do not wash walls for four weeks after painting, as waterborne paints require this period of time to fully cure and develop their ultimate film properties. Cleaning of fresh paint films will damage the paint and this may require repainting to restore the desired level of finish.
- Very dark colours may show a shiny surface, which is the result of surfactant bleed. A gentle wash with a mild liquid detergent will remove the surfactant and return the coating to its normal appearance. Do not use harsh liquid abrasives eg: Jif™ or similar brands
- The most effective cleaners are the ammonia free “spray on” type.
- Never scrub a painted surface. This will polish the surface and cause shiny patches. Use a soft sponge and light strokes, turning the cloth frequently to maintain a clean edge.. Remember to rinse the area to remove any traces of cleaner.
- When re-painting a surface, use a light 180 sand paper and a little bit of filler to smooth off, then re-paint.
- You can find some instructional videos and more information on Resene's website.



Be aware that walls, like windows, can accumulate a faint layer of dust or grime. A seemingly minor job of cleaning a small spot can lead to a major cleaning job. If unwillingly caught in this predicament, a feather duster can sometimes minimise the boundary between the cleaned and uncleaned areas.

Flooring Maintenance

Vinyl

Sweep or static mop the floor regularly to remove dirt and grit. This will reduce the possibility of scratching of the surface.

Everyday dirt and grime can be simply cleaned using a mild detergent dissolved in a 5 litre bucket of warm water – rinse with clean water and dry with soft cloth to avoid streaking.

DO NOT USE POLISH ON YOUR VINYL FLOORING AS THIS WILL TAKE OFF THE COATING AND ANY MARKS WILL NOT BE REMOVABLE.

Tips

- Spillages, including fats and oils, lipstick, mustard, iodine, nail polish, paints, ink, shoe polish, dyes, crayons, and some fruit juices should be mopped immediately to avoid staining
- If staining occurs, eucalyptus oil or white spirit applied with a soft white cloth may assist in removing the stain – wash off residue with clean water
- In most cases, scuff marks can be removed with eucalyptus oil or white spirit applied sparingly with a piece of towel – rinse with water
- Chair mats under some chairs may help.

Carpet

Vacuum all of your carpet regularly, including behind beds, doors etc. It's recommended that you use a 'turbo head' on a cut pile every 4 months. This ensures that all the spare fibre is removed. It is important to use a good vacuum cleaner. For more specific instructions on stain removal guide, check out carpetmill.co.nz/guarantee

Power and Heating

Heating

Your home has been designed and built in line with current building code standards which means it is designed to retain heat as much as possible.

You have been provided with an in-built heat pump in the living room which comes with an instruction manual – it's worth reading the manual so you can use your heating system efficiently.

The heat pump is large enough to warm the main living areas of your house and they're normally 3-4 times more efficient than straight electric heaters, but may not be sufficient to keep you as warm as you like on cold days, if so you may need to consider an additional heater.

The most appropriate heating devices are generally portable or fixed heaters. Some key points to think about when deciding what's right for you:

- Oil column or panel heaters are often most suitable for a bedroom, providing overnight background warmth
- DO NOT use LPG gas heaters. They generate a lot of moisture which is bad for you.

To find out more, Consumer New Zealand produces a useful and comprehensive range of information on types of heating devices and recommendations on brands of heaters. It also includes a heater size calculator so you can work out what size heater you need for a room.

Condensation

Condensation is water which collects as droplets on a cold surface when humid air is in contact with it. It can form on any surface but is often more visible on windows. To reduce condensation in your home, try keeping windows open for some of the daytime, even if only by a little bit, to allow ventilation to reduce moisture and keep your home drier and healthier. When cooking, doing laundry or showering, make sure you let the water vapour escape outside by opening windows or turning on a ventilation fan. Dehumidifiers are also useful.

Looking after your Bathroom Mirrors

Mirrors are made when silver nitrate is applied to a piece of glass, but when the silver nitrate is exposed to oils, chemicals or moisture particles, it can begin to react and cause black edges around the mirror. To prevent this occurring, following the following tips may come in handy:

- Keep bathrooms well-ventilated during showers to avoid condensation that can run and pool at the edge of the mirror
- Never spray cleaners directly on a mirror. Spray a cloth first, then wipe
- When in doubt, gentler is better.

Energy and Water Saving Tips

Handy Tips for Saving Power

- Make sure all switches are turned off when not in use
- Use cold water for laundry and wash only full loads
- Use sun and wind to dry your laundry
- Close windows and curtains at sunset in the winter – use curtains to retain heat in winter and provide shade in summer
- When buying a new appliance, ask what the Energy Rating Label is (for electricity and/or water). The Star Rating lets you compare the energy efficiency of similar models; the more stars on the Energy Rating Label, the more energy efficient the appliance is
- Check hot water cylinder to see if it is set at 52°C (140°F) – switch hot water off if away for more than two weeks
- Put an extra blanket on the bed instead of using an electric blanket
- Fridges and freezers operate most efficiently when they're full but not overloaded – leave space around the back of your fridge or freezer for air to circulate
- Always use LED efficient light bulbs in the light fittings
- Put heaters away from windows so they heat the room more efficiently and turn off heaters in rooms you're not using
- Use the thermostat and timer on heaters so they only come on when you need them and automatically switch off when they reach a certain temperature.
- Replace faulty seals on fridge-freezers and ovens



Water

- Repair leaky hot water taps
- Wash your car using a bucket and rinse off with the hose.
- Use a broom to clean driveways and paths rather than hosing down.
- Buy a trigger gun hose attachment to prevent water wastage.
- Avoid watering the garden during the hottest parts of the day, the best time is first thing in the morning before the heat of the day.
- Consider using a drip system which places water near the roots of plants.

There is a water meter in your home which you can use to gauge your daily water use and make changes accordingly; this is located at the front of the property.

Rubbish and Recycling

Rubbish and Recycling

You'll need to order your new bins from the Auckland Council website. Your collection day for rubbish is Wednesday, weekly (except after a public holiday) and recycling is Wednesday, fortnightly (except after a public holiday). Your bins must be out at the curb by 7am for collection

- Contact the Auckland Council if you think your bins are too small
- You can also find out more about recycling through www.plastics.org.nz and www.reducerubbish.govt.nz
- If your new bins haven't been delivered to you within 7 working days of your request please contact the Auckland Council on 09 301 0101.

Inorganic Waste

- The following is classed as inorganic waste and can be put out for a yearly inorganic collection (pre-book through Auckland Council):
- Large appliances (fridges, freezers, washing machines and ovens) and Small appliances (kettles, irons and vacuum cleaners)
- Furniture (beds, couches, chairs, kitchen items and ornaments) and Renovation items (carpet, timber (without any exposed nails), tools, fixtures and fittings, baths and sinks)
- Sporting items (gym equipment, bicycles and toys) and Outdoor items (lawnmowers, barbecues, garden tools and outdoor furniture)
- Electronics (TVs, computers, phones and DVD players).

Utilities

Broadband Internet

Your street has been laid with fibre. This means you will be able to get Ultra Fast Broadband.

We have installed a modem already for you. But you will need to contact your chosen internet service provider and have them help you connect it up.

