



Property
Info Pack

Body Corporate Info Pack

15/70 Waltham Road, Sydenham

OFFICE ROAD
REAL ESTATE

29th June 2023

Ahmad LTC Limited
C/- Bachik Ahmad, Maria Ahmad
36 Westminster Street
New Windsor, Auckland 0600
Via email to: bach2@xtra.co.nz

Dear Bachik and Maria,

BODY CORPORATE NO. 504225 (CANTERBURY LAND REGISTRY) - UNIT 15

In connection with your forthcoming sale of the above-mentioned unit/s, we enclose herewith:

- (a) a Pre-Contract Disclosure Statement in conformity with Regulation 33 of the Unit Titles Regulations 2011.
- (b) an account for our fee for the preparation of the foregoing statement (please indicate our invoice number with your payment).

AFTER THE UNIT IS SOLD PLEASE NOTE THAT WE MUST RECEIVE A COPY OF THE NOTICE OF SALE SO THAT WE MAY QUICKLY BE ABLE TO REGISTER THE NEW OWNER INTO THE REGISTER OF UNIT OWNERS

Until this is done, the current Unit Owner will continue to receive Body Corporate Levy Contribution Accounts and may be held liable for payment of them.

Thank you for your instructions in this matter.

Yours faithfully



Courtney Dupont

Pre-contract Disclosure Statement

146, Unit Titles Act 2010 and reg 33 (1), Unit Titles Regulations 2011

Sale of an Existing Unit in a Unit Title Development

Unit Plan: 504225

Body Corporate Number: 504225

Unit Number: 15 and AU57A

- 1 This pre-contract disclosure statement is provided to prospective buyers of the property in accordance with [section 146\(1\)](#) of the Unit Titles Act 2010.
- 2 **General Information**
 - 2.1 The following section contains a brief explanation of important matters relevant to the purchase of a unit in a unit title development. You should read and understand the information contained in this section and this statement before signing a contract to buy a unit in a unit title development.
 - 2.2 You are strongly advised to obtain independent legal advice regarding any questions or concerns you have about purchasing a unit or your prospective rights and obligations as a member of a body corporate.
 - 2.3 Unit title property ownership
 - (a) Unit titles are a common form of multi-unit property ownership. They allow owners to privately own an area of land or part of a building and share common property with other unit owners. Unit title developments may also be structured in varied ways including staged unit title developments and layered unit title developments.
 - (b) This combination of individual and shared ownership of land and buildings, often in an intensive built environment, means owning a unit title involves a different set of rights and responsibilities than traditional house and land ownership.
 - (c) Unit title developments have a body corporate management structure to ensure decisions affecting the development can be made jointly by the unit owners. The creation and management of unit title developments is governed by the Unit Titles Act 2010 and supporting regulations.
 - 2.4 Unit plan

Every unit title development has a unit plan, which shows the location of the principal units as well as any accessory units and common property in the development. The unit plan is the formal record of all of the boundaries of the units, and the common property.
 - 2.5 Ownership and utility interests
 - (a) Each unit is allocated an ownership interest and a utility interest, and such interests are relevant to the determination of many of the unit owner's rights and responsibilities under the Unit Titles Act 2010.
 - (b) Ownership interest is a number that reflects the relative value of each unit to the other units in the development and is used to determine a range of matters including the unit owners' beneficial share in the common property and share in the underlying land if the unit plan is cancelled.

- (c) By default, the utility interest of a unit is the same as the ownership interest (unless it is otherwise specified on the deposit of the unit plan or subsequently changed), and is used to calculate how much each owner contributes to the operational costs of the body corporate.

2.6 Body corporate operational rules

- (a) The body corporate for a unit title development can make its own operational rules on the use of the development, and governance of the body corporate. These operational rules are subject to the provisions of the Unit Titles Act 2010 and regulations made under that Act.
- (b) All unit owners, occupiers, tenants and the body corporate must follow the body corporate operational rules that apply to their unit title development.
- (c) Transitional provisions for unit title developments created before the Unit Titles Act 2010 came into effect on 20 June 2011 apply to the body corporate rules in place at that time.

2.7 Pre-settlement disclosure statement

- (a) Before settlement of the sale of a unit, the seller must provide a pre-settlement disclosure statement to the purchaser, which includes information on:
 - (i) the unit number and body corporate number;
 - (ii) the amount of the contribution levied by the body corporate under section 121 of the Act in respect of the unit being sold;
 - (iii) the period covered by such contribution;
 - (iv) the manner of payment of the levy;
 - (v) the date on or before which payment of the levy is due;
 - (vi) whether a levy, or any part of a levy, due to the body corporate is unpaid and, if so, the amount of the unpaid levy;
 - (vii) whether legal proceedings have been instituted in relation to any unpaid levy;
 - (viii) whether any metered charges due to the body corporate are unpaid and, if so, the amount of unpaid metered charges;
 - (ix) whether any costs relating to repairs to building elements or infrastructure contained in the unit are unpaid and, if so, the amount of unpaid costs;
 - (x) the rate at which interest is accruing on any money owing to the body corporate by the seller;
 - (xi) whether there are any proceedings pending against the body corporate in any court or tribunal;
 - (xii) whether there are any proceedings:
 - (A) initiated by the body corporate and pending in any court or tribunal; or
 - (B) intended to be initiated by the body corporate in any court or tribunal;
 - (xiii) whether there is any written claim by the body corporate against a third party that is yet to be resolved; and
 - (xiv) whether there have been any changes to the body corporate rules since the pre-contract disclosure statement.

- (b) There are legal consequences on the seller for failing to provide the pre-settlement disclosure in the timeframes required by the Unit Titles Act 2010 including delay of settlement and cancellation of the contract.

2.8 Records of title

- (a) Previously known as a computer register or certificate of title, for a unit title development this document records the ownership of a unit, contains a legal description of the unit boundaries and records any legal interest which is registered against the title to the unit (for example a mortgage or easement). A copy of the record of title for a unit should come with:
 - (i) the unit plan attached. Unit title plans were discussed earlier in this section.
 - (ii) a supplementary record sheet attached. A supplementary record sheet records the ownership of the common property, any legal interests registered against the common property or base land, and other information such as the address for service of the body corporate and the body corporate operational rules.

The common property in a unit title development does not have a record of title.

2.9 Land Information Memorandum

A land information memorandum (LIM) is a report which provides information held by the local council about a particular property. You must order and pay for a LIM from the applicable local council. Delivery times vary between councils. The information contained in a LIM will vary between councils, but is likely to include details on:

- (a) rates information
- (b) information on private and public stormwater and sewerage drains
- (c) any consents, notices, orders or requisitions affecting the land or buildings.
- (d) District Plan classifications that relate to the land or buildings
- (e) any special feature of the land the local council knows about including the downhill movement, gradual sinking or wearing away of any land, the falling of rock or earth, flooding of any type and possible contamination or hazardous substances.
- (f) any other information the local council deems relevant.

Full details of what a local council is obliged to provide in a LIM is contained in section 44A of the Local Government Official Information and Meetings Act 1987.

2.10 Easements and covenants

- (a) An easement is a right given to a person over another person's property (for example, a right of way, or right to drain water). A land covenant is an obligation contained in a deed between two parties, usually relating to the use of one or both properties (for example a covenant to restrict one party using their property in a certain way).
- (b) Easements or covenants may apply to:
 - (i) a unit and are usually recorded on the computer register for that unit.

- (ii) common property and will be recorded on the supplementary record sheet for the unit title development.

3 Defects, and Weathertightness and Earthquake Issues

Does the body corporate or body corporate committee have actual knowledge that any part of the unit title development has:

Description	Yes/No
Weathertightness issues for which a claim has been made under the Weathertight Homes Resolution Services Act 2006.	No
Weathertightness issues that have been remediated without a claim under that Act or other proceedings before a court or tribunal	No
Weathertightness issues that have not been remediated	No <i>The Body Corporate have no knowledge of any weathertight issues that have not been remediated</i>
Earthquake-prone issues	No <i>The Body Corporate have no knowledge of any earthquake issues</i>
Any other significant defects in the land (including the unit title development and the land on which it is situated) that may require remediation	No

4 Proceedings

- 4.1 Is the body corporate involved in any proceedings in any court or tribunal?
No

5 Financial Statements and Audit Reports

- 5.1 Financial statements and audit reports for the previous 3 years are **attached**.
Audit Reports are not attached as the Body Corporate resolved not to appoint an auditor – see AGM Minutes.
- 5.2 The 12 month period comprising the current financial year for the purposes of the financial statements of the body corporate is 01/09/2022 to 31/08/2023.

6 Notices and Minutes of General Meetings

- 6.1 The notices and minutes of the general meeting of the body corporate for the past 3 years, along with all supporting documentation are **attached**.

7 Body Corporate Manager

- 7.1 The body corporate manager is Courtney Dupont
- 7.2 The contact details for the body corporate manager are: courtney@pbcs.co.nz

Levies

- 7.3 The body corporate levies payable for the unit for the 12 months commencing 01/03/2023 to 28/02/2024 will be an annual total of \$3,997.50.

The period covered by the below contribution is from 01/03/2023 to 31/08/2023.

Amount of Operating Account Levy Contribution: \$1,519.05

Amount of Long-Term Maintenance Fund Levy Contribution: \$479.70

8 Maintenance

- 8.1 The body corporate proposes to carry out the maintenance in the below table in the year following the date of this disclosure statement. The costs of the maintenance are proposed to be met as described in the below table.

Description	How the body corporate plans to meet the cost of the maintenance
Gates	Operating Account as per attached budget
Grounds Maintenance	Operating Account as per attached budget
General Repairs	Operating Account as per attached budget
Building, Gutter and Window Clean	Operating Account as per attached budget
Stormwater System	Operating Account as per attached budget

9 Bank Accounts

- 9.1 As at the date of the last financial statement, the following bank accounts or funds were held or operated by or on behalf of the body corporate:

Account	Balance (as at 01/09/2022)
Operating Account	\$17,280.98
Long Term Maintenance Account	\$54,992.83

10 Long Term Maintenance Plan

- 10.1 **Attached** is a copy of the body corporate's long term maintenance plan.
- 10.2 The following works under the long-term maintenance plan are proposed to be carried out or begun within the next three years:

Description of works	Estimated cost
Building Repaint	\$70,000.00

- 10.3 The next review date for the long-term maintenance plan for the unit title development is 2023.

11 Remediation Reports

- 11.1 No remediation reports have been commissioned.

12 Insurance

- 12.1 The body corporate holds the following insurance cover for the unit title development 504225. Below is a table of the key details of the body corporate's insurance.

Insurer name	Vero Insurance
Insurer contact details	Via broker (AON)
Type and amount of cover	Material Damage Sum Insured \$7,354,000
Annual amount of premiums	\$20,175.05
Amount of any excess	Refer to page 3 of attached policy
Specific exclusions from cover	Communicable Disease Computer System and Data
Where and how the insurance policy can be viewed	Attached and Owners portal

Further information about matters set out above can be obtained from:

Unit title property ownership	Ministry of Business, Innovation and Employment www.unittitles.govt.nz 0800 UNIT TITLES (0800 864 884)
Unit plan Ownership and utility interests Record of Title Easements and covenants	Land Information New Zealand www.linz.govt.nz 0800 ONLINE (0800 665 463)
Body corporate operational rules Pre-settlement disclosure statement	The body corporate of the unit title development
Land Information Memorandum	Your local council

Signed: _____
By the seller or their authorised person

Date: _____

Signed:  _____
Body Corporate Manager

Date: ____29/06/2023____

BODY CORPORATE NUMBER 504225 (CANTERBURY LAND REGISTRY)

St Martins Village Green, 70 Waltham Road, Sydenham, Christchurch 8023

Minutes of the Annual General Meeting of the Unit Owners of the Body Corporate (the BC) held on Wednesday, 02 November 2022 in the Boardroom of Pitcaithly Body Corporate Services Limited, Seventy on Moorhouse, 76 Moorhouse Avenue, Addington, Christchurch at 4:00 PM

1 ATTENDEES

Courtney Dupont of Pitcaithly Body Corporate Services Limited ("PBCS") the Manager of the BC; Michelle Bayliss & Wally Reyn of Max Property Management (Proxy for Units 1, 2, 5, 6, 11, 12, 13 and 15), Catherine Baal (Unit Owner of Unit 18), Tim Bee (One of the Joint Owners of Unit 7) arrived at 5.25PM.

QUORUM

The chair announced that the quorum requirements had been satisfied.

2 MEETING CHAIR

Courtney Dupont was invited to chair the meeting.

3 MINUTES

The Minutes of the Annual General Meeting held on 2/11/2021, having been circulated to all Unit Owners soon after that date were taken as read and were confirmed as a correct record of that Meeting.

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, the Minutes of the Annual General Meeting held on 2/11/2021, having been circulated to the Unit Owners soon after that date, be and are hereby confirmed"

4 BODY CORPORATE CHAIRPERSON

Courtney Dupont noted that no nominations had been received for the position of Chairperson and accordingly it would have to be noted that no Chairperson could be elected.

5 NOT TO FORM A BODY CORPORATE COMMITTEE

Courtney Dupont noted that a Body Corporate of 9 or fewer principal units may choose to form a body corporate committee. However a Body Corporate of 10 or more principal units must form a Body Corporate Committee unless they resolved not to as long as a 75% majority was in favour.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 112 of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to form a Body Corporate Committee"

6 ESTABLISHMENT OF BODY CORPORATE COMMITTEE

Courtney Dupont explained that as the Body Corporate had resolved not to form a Body Corporate Committee this agenda item as set out in the Notice of Meeting was redundant and was accordingly withdrawn.

7 DELEGATION OF DUTIES AND POWERS TO THE BODY CORPORATE COMMITTEE

Courtney Dupont explained that the Unit Titles Act 2010 required that the resolution to delegate duties to the BC Committee be passed when a Committee was elected, but that, the majority of these duties could then be passed on to PBCS if appointed as Body Corporate Manager by the resolution that followed in the next agenda item.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 108 (1) of the Unit Titles Act 2010 and by virtue of this special resolution, the Body Corporate does hereby delegate the following duties and powers to the Body Corporate Committee:

- a. to maintain the register of unit owners; and
- b. to prepare the agenda for each general meeting; and
- c. to chair each general meeting (unless it is agreed at the start of a general meeting that another person will chair that meeting); and
- d. to prepare minutes of each general meeting; and
- e. to record resolutions voted on and whether they were passed; and
- f. to keep financial accounts and records; and
- g. to distribute reports from the body corporate committee to unit owners; and
- h. to sign documents on behalf of the body corporate; and
- i. to prepare and issue notices of resolutions to be passed without a general meeting; and
- j. to notify unit owners of the result of any vote on a resolution to be passed without a general meeting; and
- k. to notify all unit owners of any delegation of a duty or power by the body corporate to the body corporate committee under section 108 of the Act; and
- l. any other duties relating to the administration of the body corporate that the body corporate has decided by ordinary resolution to confer on the chairperson

AND for the avoidance of doubt, the duties specified above are in addition to those conferred elsewhere by the Unit Titles Act 2010 or the Unit Titles Regulations 2011."

8 REAPPOINTMENT OF BODY CORPORATE MANAGER

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, PBCS having agreed hereto, a service contract pursuant to Section 5 (1) of the Unit Titles Act 2010 and Regulation 17 (1) of the Unit Titles Regulations 2011 be entered into by the BC with PBCS as follows:

- a. PBCS is hereby appointed as the Manager of the BC until the end of the next AGM.
 - b. The annual fee to be paid to PBCS is to be unchanged from the present annual fee which is \$9,504.00 (plus GST) [set in 2020].
 - c. The annual charge for standard disbursements (i.e. bank charges, postages, stationery, photocopying) is to be unchanged from the present annual charge which is \$495.00 (plus GST) [set in 2020].
 - d. PBCS is to carry out the functions as set out in the Schedule of Duties attached to this Notice of Meeting.
 - e. PBCS is to carry out any and all other financial, managerial and statutory functions as may be appropriate (in its opinion) if by so acting the inconvenience and cost of holding an EGM somewhat unnecessarily can be avoided.
 - f. PBCS is to use all reasonable endeavours to act in good faith in carrying out its functions. Where PBCS acts reasonably to the required standard and in good faith in carrying out its functions it shall in no way be liable to the BC for any loss or damage (whether actual or prospective) suffered by the BC in respect of its business or affairs provided that loss or damage does not arise from negligence, wilful default or wilful omission of PBCS, its employees or agents.
 - g. PBCS is authorised at all times to act solely as the agent for the BC in carrying out its functions. Accordingly, the BC indemnifies PBCS in respect of all costs, damages, losses and expenses suffered by PBCS as a result of carrying out its functions unless such costs, damages, losses or expenses arise from gross misconduct or negligence by PBCS.
 - h. PBCS is authorised to operate an account designated specifically for this BC within the banking account of the "Pitcaithly Body Corporate Services Ltd Trust Account" held with Westpac New Zealand Limited for the purpose of the receiving and disbursing of all of the monies belonging to the BC.
 - i. PBCS is authorised to deduct amounts from time to time from the funds of the BC and pay the same to PBCS in respect of previously authorised managerial fees and disbursements charges
 - j. PBCS will be entitled, should its appointment be terminated prior to the next AGM in respect of any financial year, to deduct from the funds of the BC and pay the same to PBCS in respect of the previously authorised managerial fee and disbursements charge relating to that financial year, the lesser of half of the totals thereof or the remaining amounts of them not already deducted and paid as at the date of PBCS being notified of the termination.
- AND THAT** this resolution including any amendments (when passed) is to be regarded for all purposes as the only written form of the contract which is the subject of this resolution"

9 3 YEARLY LONG TERM MAINTENANCE PLAN REVIEW

Courtney Dupont briefly reviewed the draft LTM Plan a copy of which had been provided with the Notice of Meeting Package.

There was a discussion about the contents of the LTM Plan. A discussion was held on pushing the building re-paint out to 2025/2026 as it is currently in quite good condition. This will be reviewed again at future Annual General Meetings.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, the Long Term Maintenance Plan be reviewed as required this year AND THAT, the Plan attached to the Notice of Meeting be and is hereby adopted"

10 FINANCIAL STATEMENTS

Courtney Dupont reviewed the Financial Statements for the year ended 31/08/2022 and the suggested Budgets for the year ending 31/08/2023.

- The Operating Account budget item 190800 Common Property Electricity remains unchanged.
- The Operating Account budget item 190000 Fire Evacuation Scheme/Drills allows for fire evacuation drills to be conducted at a regular intervals. The scheme is due to be completed in November/December.
- The Operating Account budget item 178400 is a provision for repairs, maintenance and adjustments to the vehicle gates as deemed necessary.
- The Operating Account budget item Grounds Maintenance Roadway Sweeping allows the carparking to be swept when deemed necessary.
- The Operating Account budget item 159100 Insurance Premium increase is a best estimate based on current insurance premiums.
- The Operating Account budget item 159200 Insurance Valuation fee increase allows for the rising cost of service fees.

- The Operating Account budget item 167800 R&M Building Gutters & Downpipes Cleaning allows for gutters to be cleaned annually.
- The Operating Account budget item 159407 R&M Building/s Stormwater Systems is a provision for maintaining the stormwater detention system.
- The Operating Account budget item 190600 Rubbish Removal provides for Enviro Waste to remove rubbish in addition to the council waste bins to keep up with the overflow.
- The Operating Account budget item 190400 Water Charges is provision for excess water usage charges. Christchurch City Council implement excess water charges effective 01.10.2022.
- The Long Term Maintenance (LTM) Fund budget item 251600 Consultants Fees provides for annual subscription fee and the upkeep of the plan.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, the Financial Statements of the Body Corporate for the year ended 31/08/2022 and the Budgets for the year ending 31/08/2023 as circulated with this Notice of Meeting, be and are hereby adopted."

11 LEVIES

Courtney Dupont explained that as per the budgets that had just been reviewed there was a levy increase this year and that this was mainly attributed to insurance premium.

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, an Operating Account Levy at an annual rate of \$5.70 per Utility Interest (i.e. \$57,000.00) plus a Long Term Maintenance Fund Levy at an annual rate of \$1.80 per Utility Interest (i.e. \$18,000.00), respectively, be made forthwith in the proportions of the Unit Owners' Utility Interests covering the 12 months ending 28 February 2024 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in equal instalments as follows:
2nd Instalment 2022/2023 (period 01.03.23 to 31.08.23) last day for payment (31.03.23)
1st Instalment 2023/2024 (period 01.09.23 to 28.02.24) last day for payment (30.09.23)
- (c) to be subject to interest of ten per cent (10%) per annum (calculated on a daily basis) if not paid by the stated last date for payment
- (d) to be payable to Pitcaithly Body Corporate Services Ltd Trust Account or by such other means of payment as may be notified."

12 AUDIT

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 132 (8) of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to have its Financial Statements audited or reviewed by and auditor or an accountant or to be subjected to specific verification procedures in respect of the year ending 31/08/2023."

13 GENERAL BUSINESS

There was no general business.

14 SET DATE, TIME AND VENUE FOR NEXT YEAR'S AGM

It was agreed that the next Annual General Meeting of the Body Corporate would be held on Wednesday 1st November 2023 at 4.00PM in the boardroom at Pitcaithly Body Corporate Services, 76 Moorhouse Avenue, Christchurch.

The Meeting concluded at 4:35 PM and the Chair thanked those present for their attendance.

These minutes were confirmed by an Ordinary Resolution of the Unit Owners at the Annual General Meeting held on the
day of 2023.

Meeting Chair

Date

BODY CORPORATE NUMBER 504225 (CANTERBURY LAND REGISTRY)

St Martins Village Green - 3, 70 Waltham Road, Sydenham, Christchurch 8023

Minutes of the Annual General Meeting of the Unit Owners of the Body Corporate (the BC) held on Tuesday, 02 November 2021 in the Boardroom of Pitcaithly Body Corporate Services Limited, Seventy on Moorhouse, 76 Moorhouse Avenue, Addington, Christchurch at 04:00 PM

1 ATTENDEES

Liz Croxson of Pitcaithly Body Corporate Services Limited ("PBCS") the Manager of the BC; Adam McCallum of Max Property Management (Company Representative for Units 1,11, 12, 13, 14 and 15)

QUORUM

The chair announced that the quorum requirements had been satisfied.

2 MEETING CHAIR

Liz Croxson was invited to chair the meeting.

3 MINUTES

The Minutes of the Annual General Meeting held on 2 November 2020, having been circulated to all Unit Owners soon after that date were taken as read and were confirmed as a correct record of that Meeting.

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, the Minutes of the Annual General Meeting held on 2 November 2020, having been circulated to the Unit Owners soon after that date, be and are hereby confirmed"

4 BODY CORPORATE CHAIRPERSON

Liz noted that no nominations had been received for the position of Chairperson and accordingly it would have to be noted that no Chairperson could be elected.

5 NOT TO FORM A BODY CORPORATE COMMITTEE

Liz noted that a Body Corporate of 10 or more principal units must form a Body Corporate Committee unless they resolved not to as long as a 75% majority was in favour. Liz advised that whilst every Unit Owner had been sent a Nomination Form for BC Committee none had been returned to the office. There were no nominations from the floor.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 112 of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to form a Body Corporate Committee"

6 ESTABLISHMENT OF BODY CORPORATE COMMITTEE

Liz explained that as the Body Corporate had resolved in agenda item 5 not to form a Body Corporate Committee this agenda item as set out in the Notice of Meeting was redundant and was accordingly withdrawn.

7 DELEGATION OF DUTIES AND POWERS TO THE BODY CORPORATE COMMITTEE

As no Committee was formed the resolution as set out in the Notice of Annual General Meeting was redundant and was accordingly withdrawn.

8 REAPPOINTMENT OF BODY CORPORATE MANAGER

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, PBCS having agreed hereto, a service contract pursuant to Section 5 (1) of the Unit Titles Act 2010 and Regulation 17 (1) of the Unit Titles Regulations 2011 be entered into by the BC with PBCS as follows:

- a. PBCS is hereby appointed as the Manager of the BC until the end of the next AGM.
- b. The annual fee to be paid to PBCS is to be unchanged from the present annual fee which is \$9,504.00 (plus GST) [set in 2020].
- c. The annual charge for standard disbursements (i.e. bank charges, postages, stationery, photocopying) is to be unchanged from the present annual charge which is \$495.00 (plus GST) [set in 2020].
- d. PBCS is to carry out the functions as set out in the Schedule of Duties attached to this Notice of Meeting.
- e. PBCS is to carry out any and all other financial, managerial and statutory functions as may be appropriate (in its opinion) if by so acting the inconvenience and cost of holding an EGM somewhat unnecessarily can be avoided.
- f. PBCS is to use all reasonable endeavours to act in good faith in carrying out its functions. Where PBCS acts reasonably to the required standard and in good faith in carrying out its functions it shall in no way be liable to the BC for any loss or damage (whether actual or prospective) suffered by the BC in respect of its business or affairs provided that loss or damage does not arise from negligence, wilful default or wilful omission of PBCS, its employees or agents.
- g. PBCS is authorised at all times to act solely as the agent for the BC in carrying out its functions. Accordingly, the BC indemnifies PBCS in respect of all costs, damages, losses and expenses suffered by PBCS as a result of carrying out its functions unless such costs, damages, losses or expenses arise from gross misconduct or negligence by PBCS.
- h. PBCS is authorised to operate an account designated specifically for this BC within the banking account of the "Pitcaithly Body Corporate Services Ltd Trust Account" held with Westpac New Zealand Limited for the purpose of the receiving and disbursing of all of the monies belonging to the BC.
- i. PBCS is authorised to deduct amounts from time to time from the funds of the BC and pay the same to PBCS in respect of previously authorised managerial fees and disbursements charges
- j. PBCS will be entitled, should its appointment be terminated prior to the next AGM in respect of any financial year, to deduct from the funds of the BC and pay the same to PBCS in respect of the previously authorised managerial fee and disbursements charge relating to that financial year, the lesser of half of the totals thereof or the remaining amounts of them not already deducted and paid as at the date of PBCS being notified of the termination.

AND THAT this resolution including any amendments (when passed) is to be regarded for all purposes as the only written form of the contract which is the subject of this resolution"

9 3 YEARLY LONG TERM MAINTENANCE PLAN REVIEW

Liz explained that the Unit Titles Act requires that a body corporate must carry out a review of its Long Term Maintenance (LTM) Plan at least once every 3 years. Liz noted that this Body Corporate adopted its LTM Plan at the 2019 AGM. Liz advised that Plan Heaven offer a site visit review for an estimated fee of \$1,428.00 (GST inclusive).

It was then agreed to undertake a Plan Heaven site visit review.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, the Body Corporate engage Plan Heaven to undertake a site visit review and update the Long Term Maintenance Plan for consideration at the next General Meeting of the Body Corporate."

10 FINANCIAL STATEMENTS

Liz reviewed the Financial Statements for the year ended 31 August 2021 and the suggested Budgets for the year ending 31 August 2022.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT the Financial Statements of the Body Corporate for the year ended 31 August 2021 and the Budgets for the year ending 31 August 2022 as circulated with this Notice of Meeting, be and are hereby adopted."

11 LEVIES

Liz explained that as per the budgets that had just been reviewed there was no change to the levies this year.

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, an Operating Account Levy at an annual rate of \$5.10 per Utility Interest (i.e. \$51,000.00) plus a Long Term Maintenance Fund Levy at an annual rate of \$1.50 per Utility Interest (i.e. \$15,000.00), respectively, be made forthwith in the proportions of the Unit Owners' Utility Interests covering the 12 months ending 28 February 2023 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in equal instalments as follows:
2nd Instalment 2021/2022 (period 01.03.22 to 31.08.22) last day for payment 31.03.2022
1st Instalment 2022/2023 (period 01.09.22 to 28.02.23) last day for payment 30.09.2022
- (c) to be subject to interest of ten per cent (10%) per annum (calculated on a daily basis) if not paid by the stated last date for payment
- (d) to be payable to Pitcaithly Body Corporate Services Ltd Trust Account or by such other means of payment as may be notified."

12 AUDIT

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 132 (8) of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to have its Financial Statements audited or reviewed by and auditor or an accountant or to be subjected to specific verification procedures in respect of the year ending 31 August 2022"

13 GENERAL BUSINESS

- Liz noted that the small area of exposed aggregate concrete following drainage works still hadn't been completed even though the contractor had been followed up several times. PBCS to ensure this is completed.
- Adam advised that due to some security breaches Max Property Management strongly recommend the installation of a fake security camera and signage and that they would arrange for the camera and signage to be purchased and installed on behalf of the Body Corporate.
- Adam noted that there had been instances where entry was gained via the gate by Unit 18 and it was suggested that this be fenced off to stop intruders. He advised that Donald the caretaker could undertake this work. Liz was to check to ensure this was not a fire egress and a council requirement before this was changed.

14 SET DATE, TIME AND VENUE FOR NEXT YEAR'S AGM

It was agreed that the next Annual General Meeting of the Body Corporate would be held on Wednesday, 02 November 2022 at 04:00 PM in the same location.

The Meeting concluded at 04:20 PM and the Chair thanked those present for their attendance.

These minutes were confirmed by an Ordinary Resolution of the Unit Owners at the Annual General Meeting held on the
day of 2022.

Meeting Chair

Date

BODY CORPORATE NO. 504225 (CANTERBURY LAND REGISTRY)
St Martins Village Green | 3, 70 Waltham Road, Sydenham, Christchurch 8023

Minutes of the Annual General Meeting of the Unit Owners of the Body Corporate (the BC) held on Monday, 02 November 2020 in the Boardroom of Pitcaithly Body Corporate Services Limited, Seventy on Moorhouse, 76 Moorhouse Avenue, Addington, Christchurch at 04:00 PM

1 ATTENDEES

Liz Croxson of Pitcaithly Body Corporate Services Limited ("PBCS") the Manager of the BC; Rachel Hurford and Tamara Dunbar of Max Property Management (Company Representatives of Units 1, 5, 6, 8, 10, 12 & 15); Glen Powell (Company Representative of Unit 11).

An apology was received from Unit 16.

QUORUM

The chair announced that the quorum requirements had been satisfied.

2 MEETING CHAIR

Liz Croxson was invited to chair the meeting.

3 MINUTES

The Minutes of the Annual General Meeting held on 24 October 2019, having been circulated to all Unit Owners soon after that date were taken as read and were confirmed as a correct record of that Meeting.

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT the Minutes of the Annual General Meeting held on 24 October 2019, having been circulated to the Unit Owners soon after that date, be and are hereby confirmed"

4 BODY CORPORATE CHAIRPERSON

Liz noted that no nominations had been received for the position of Chairperson and accordingly it would have to be noted that no Chairperson could be elected.

5 NOT TO FORM A BODY CORPORATE COMMITTEE

Liz noted that a Body Corporate of 10 or more principal units must form a Body Corporate Committee. Liz advised that whilst every Unit Owner had been sent a Nomination Form for BC Committee none had been returned to the office. There were no nominations from the floor. Liz then advised that the option available for the BC was to pass a resolution to not have a BC Committee as long as a 75% majority was in favour.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 112 of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has

decided not to form a Body Corporate Committee"

6 ESTABLISHMENT OF BODY CORPORATE COMMITTEE

Liz explained that as the Body Corporate had resolved in agenda item 5 not to form a Body Corporate Committee this agenda item as set out in the Notice of Meeting was redundant and was accordingly withdrawn.

7 DELEGATION OF DUTIES AND POWERS TO THE BODY CORPORATE COMMITTEE

As no Committee was formed the resolution as set out in the Notice of Annual General Meeting was redundant and was accordingly withdrawn.

8 REAPPOINTMENT OF BODY CORPORATE MANAGER

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, PBCS having agreed hereto, a service contract pursuant to Section 5 (1) of the Unit Titles Act 2010 and Regulation 17 (1) of the Unit Titles Regulations 2011 be entered into by the BC with PBCS as follows:

- a. PBCS is hereby appointed as the Manager of the BC until the end of the next AGM.
- b. The annual fee to be paid to PBCS is to be increased from the present annual fee which is \$8,640.00 (plus GST) [set in 2017] to \$9,504.00 (plus GST).
- c. The annual charge for standard disbursements (i.e. bank charges, postages, stationery, photocopying) is to be increased from the present annual charge which is \$450.00 (plus GST) [set in 2017] to \$495.00 (plus GST).
- d. PBCS is to carry out the functions as set out in the Schedule of Duties attached to this Notice of Meeting.
- e. PBCS is to carry out any and all other financial, managerial and statutory functions as may be appropriate (in its opinion) if by so acting the inconvenience and cost of holding an EGM somewhat unnecessarily can be avoided.
- f. PBCS is to use all reasonable endeavours to act in good faith in carrying out its functions. Where PBCS acts reasonably to the required standard and in good faith in carrying out its functions it shall in no way be liable to the BC for any loss or damage (whether actual or prospective) suffered by the BC in respect of its business or affairs provided that loss or damage does not arise from negligence, wilful default or wilful omission of PBCS, its employees or agents.
- g. PBCS is authorised at all times to act solely as the agent for the BC in carrying out its functions. Accordingly, the BC indemnifies PBCS in respect of all costs, damages, losses and expenses suffered by PBCS as a result of carrying out its functions unless such costs, damages, losses or expenses arise from gross misconduct or negligence by PBCS.
- h. PBCS is authorised to operate an account designated specifically for this BC within the banking account of the "Pitcaithly Body Corporate Services Ltd Trust Account" held with Westpac New Zealand Limited for the purpose of the receiving and disbursing of all of the monies belonging to the BC.
- i. PBCS is authorised to deduct amounts from time to time from the funds of the BC and pay the same to PBCS in respect of previously authorised managerial fees and disbursements charges
- j. PBCS will be entitled, should its appointment be terminated prior to the next AGM in respect of any financial year, to deduct from the funds of the BC and pay the same to PBCS in respect of the previously authorised managerial fee and disbursements charge relating to that financial year, the lesser of half of the totals thereof or the remaining amounts of them not already deducted and paid as at the date of PBCS being notified of the termination.

AND THAT this resolution including any amendments (when passed) is to be regarded for all purposes as the only written form of the contract which is the subject of this resolution"

9 FINANCIAL STATEMENTS

Liz reviewed the Financial Statements for the year ended 31 August 2020 and the suggested Budgets for the year ending 31 August 2021. Liz noted:

- The proposed Operating Account budget item 178800 Grounds Maintenance Landscaping Improvements allows for the replacement of plants and shrubs as deemed necessary by the gardening contractor. Liz tabled the quote received from Morrison Landscaping and those present agreed to proceed.
- The proposed Operating Account budget item 179000 Grounds Maintenance Lawns & Gardening Contractor/s allows for the current gardening contractors rate however, PBCS had received notification that the current contractor would be ceasing their services in November. Liz tabled the quote received from Morrison Landscaping and those present agreed to engage them following a recommendation by Max Property Management.
- The proposed Operating Account budget item 163005 R&M Building/s Cleaning Windows & Glass allows for the annual

window clean which takes place in October/November each year.

- The proposed Operating Account budget item 167800 R&M Building/s Gutters & Downpipes Clearing allows for the annual gutter clean which takes place in June/July each year.
- The proposed Operating Account budget item 171400 R&M Building/s Minor Repainting Costs was to allow for the re-staining of both sides of the rubbish enclosure. Those present felt this was not necessary and this item was deferred for 3 years and the LTM Plan was to be amended to reflect this.
- The proposed Operating Account budget item 159408 R&M Building/s Roof Inspection/s allows for a roof inspection to check the condition of the Colorsteel and butynol roofing elements.
- The proposed Operating Account budget item 176400 R&M Building/s Wash allows for the annual building and roof wash which takes place in October/November each year.
- The Long Term Maintenance (LTM) Fund Levy allows to fund the LTM Plan as adopted at the 2019 AGM.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT the Financial Statements of the Body Corporate for the year ended 31 August 2020 and the Budgets for the year ending 31 August 2021 as circulated with this Notice of Meeting, be and are hereby adopted."

10 LEVIES

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS AN ORDINARY RESOLUTION:

"THAT, an Operating Account Levy at an annual rate of \$5.10 per Utility Interest (i.e. \$51,000.00) plus a Long Term Maintenance Fund Levy at an annual rate of \$1.50 per Utility Interest (i.e. \$15,000.00), respectively, be made forthwith in the proportions of the Unit Owners' Utility Interests covering the 12 months ending 28 February 2022 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in equal instalments as follows:
2nd Instalment 2020/2021 (period 01.03.21 to 31.08.21) last day for payment 31.03.2021
1st Instalment 2021/2022 (period 01.09.21 to 28.02.22) last day for payment 30.09.2021
- (c) to be subject to interest of ten per cent (10%) per annum (calculated on a daily basis) if not paid by the stated last date for payment
- (d) to be payable at the office of the Body Corporate Manager by Unit Owners' cheques made payable to Pitcaithly Body Corporate Services Ltd Trust Account or by such other means of payment as may be notified."

11 AUDIT

IT WAS UNANIMOUSLY RESOLVED BY THOSE PRESENT AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 132 (8) of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to have its Financial Statements audited or reviewed by and auditor or an accountant or to be subjected to specific verification procedures in respect of the year ending 31/08/2021"

12 SET DATE, TIME AND VENUE FOR NEXT YEAR'S AGM

It was agreed that the next Annual General Meeting of the Body Corporate would be held on 2 November 2021 at 04:00 PM in the same location.

13 GENERAL BUSINESS

- A. **Fire Evacuation Plan.** It was noted that it is the responsibility of every Unit Owner to ensure that a plan is in place for their unit and that occupants are made aware of the plan and it is displayed appropriately within the unit.
- B. **Healthy Homes.** Rachel noted that additional heat pumps would be required to meet the Healthy Homes requirements in twelve of the units that they managed. Liz noted that approval would be required for any additional heat pumps and that an Additions and Alteration Form would need to be completed.
- C. **Pedestrian Gate.** It was agreed to replace the current emergency release button system to the same as 17 Bunyan

Street's as the perspex cover on the current system is continually being broken to access the emergency release button.

- D. It was noted that a large percentage of the caretakers role involved sorting rubbish. Contaminated bins were an issue in the complex and Rachel strongly recommended the installation of a dummy camera and signage to help resolve this issue. Max Property Management offered to arrange for a dummy camera and signage to be installed. Those present agreed and a budget of \$100.00 was set.

The Meeting concluded at 05:45 PM and the Chair thanked those present for their attendance.

These minutes were confirmed by an Ordinary Resolution of the Unit Owners at the Annual General Meeting held on the
day of 2021.

Meeting Chair

Date

Approved Budget to apply from 01/09/2022

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road,
Sydenham, Christchurch 8023

		Operating Account		
		Approved budget	Actual 01/09/2021-31/08/2022	Previous budget
Revenue				
142500	Interest on Arrears of Levies	0.00	57.09	0.00
143000	Levies Invoiced Normal	54,000.00	51,000.06	51,000.00
Total revenue		54,000.00	51,057.15	51,000.00
Less expenses				
190800	Common Property Electricity	350.00	307.09	350.00
190000	Fire Evacuation Scheme/Drills	1,700.00	0.00	1,700.00
150400	General Expenses & Secretarial Disbursements	650.00	569.16	650.00
178400	Grounds Maintenance Gates	2,000.00	1,362.50	2,000.00
178800	Grounds Maintenance Landscaping Improvements	1,000.00	0.00	1,000.00
179000	Grounds Maintenance Lawns & Gardening Contractor/s	4,000.00	3,500.15	4,000.00
177000	Grounds Maintenance Resurfacing Driveways & Paths	0.00	2,391.25	1,450.00
179202	Grounds Maintenance Roadway Sweeping	1,000.00	0.00	1,000.00
159100	Insurance Premium	22,734.34	19,431.06	21,000.00
159200	Insurance Valuation Fees	1,632.00	1,483.50	1,390.00
167200	R&M Building/s General Repairs	2,000.00	2,993.07	970.00
165801	R&M Building/s Building Warrant of Fitness Costs	1,200.00	905.11	1,200.00
163005	R&M Building/s Cleaning Windows & Glass	375.00	345.00	350.00
167800	R&M Building/s Gutters & Downpipes Clearing	870.00	805.00	560.00
159408	R&M Building/s Roof Inspection/s	0.00	0.00	2,500.00
174900	R&M Building/s Stormwater Systems	500.00	0.00	500.00
176400	R&M Building/s Wash	1,000.00	862.50	1,000.00
176800	R&M Contingencies	970.00	1,334.00	970.00
190600	Rubbish Removal	3,950.00	0.00	0.00
154000	Secretarial Fee - Normal Work	10,929.60	10,929.60	10,929.60
190400	Water Charges	450.00	0.00	0.00
Total expenses		57,310.94	47,218.99	53,519.60
Surplus/Deficit		(3,310.94)	3,838.16	(2,519.60)
Opening balance		17,280.98	13,442.82	13,442.82
Closing balance		\$13,970.04	\$17,280.98	\$10,923.22

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road,
Sydenham, Christchurch 8023

Total units of entitlement	10000	10000
Levy contribution per unit entitlement	\$5.40	\$5.10

Long Term Maintenance Fund**Approved
budget**

01/09/2021-31/08/2022

Actual**Previous
budget****Revenue**

242500	Interest on Arrears of Normal Levies	0.00	16.80	0.00
242600	Interest on Term Deposits LTMF	100.00	262.61	100.00
243000	Levies Invoiced Normal LTMF	16,500.00	15,000.06	15,000.00
<i>Total revenue</i>		16,600.00	15,279.47	15,100.00

Less expenses

251600	Consultants Fees LTMF	165.03	165.03	1,600.00
<i>Total expenses</i>		165.03	165.03	1,600.00

Surplus/Deficit

		16,434.97	15,114.44	13,500.00
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Opening balance

56,459.08 41,344.64 41,344.64

Closing balance

\$72,894.05 \$56,459.08 \$54,844.64

Total units of entitlement 10000 10000

Levy contribution per unit entitlement \$1.65 \$1.50

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road, Sydenham Christchurch 8023

Revised Levy Schedule for the 12 months ending 28 February 2024

Approximate levy instalments that would apply to each unit if the proposed levies are accepted at the Annual General Meeting:

2nd Instalment 2022/2023 (period 01.03.23 to 31.08.23) last day for payment 31.03.2023

Lot	Unit	Ownership Interests	Operating Account	LTM Fund	Total
1	1(PU114)	560.00	\$1,596.00	\$504.00	\$2,100.00
2	2(PU113)	552.00	\$1,573.20	\$496.80	\$2,070.00
3	3(PU112)	552.00	\$1,573.20	\$496.80	\$2,070.00
4	4(PU111)	552.00	\$1,573.20	\$496.80	\$2,070.00
5	5(PU110)	552.00	\$1,573.20	\$496.80	\$2,070.00
6	6(PU109)	552.00	\$1,573.20	\$496.80	\$2,070.00
7	7(PU214)	576.50	\$1,643.03	\$518.85	\$2,161.88
8	8(PU213)	576.50	\$1,643.03	\$518.85	\$2,161.88
9	9(PU212)	576.50	\$1,643.03	\$518.85	\$2,161.88
10	10(PU211)	576.50	\$1,643.03	\$518.85	\$2,161.88
11	11(PU210)	576.50	\$1,643.03	\$518.85	\$2,161.88
12	12(PU209)	576.50	\$1,643.03	\$518.85	\$2,161.88
13	13(PU55)	538.00	\$1,533.30	\$484.20	\$2,017.50
14	14(PU56)	533.00	\$1,519.05	\$479.70	\$1,998.75
15	15(PU57)	533.00	\$1,519.05	\$479.70	\$1,998.75
16	16(PU58)	533.00	\$1,519.05	\$479.70	\$1,998.75
17	17(PU59)	538.00	\$1,533.30	\$484.20	\$2,017.50
18	18(PU60)	546.00	\$1,556.10	\$491.40	\$2,047.50
		10,000.00	\$28,500.00	\$9,000.00	\$37,500.00

1st Instalment 2023/2024 (period 01.09.23 to 28.02.24) last day for payment 30.09.2023

Lot	Unit	Ownership Interests	Operating Account	LTM Fund	Total
1	1(PU114)	560.00	\$1,596.00	\$504.00	\$2,100.00
2	2(PU113)	552.00	\$1,573.20	\$496.80	\$2,070.00
3	3(PU112)	552.00	\$1,573.20	\$496.80	\$2,070.00
4	4(PU111)	552.00	\$1,573.20	\$496.80	\$2,070.00
5	5(PU110)	552.00	\$1,573.20	\$496.80	\$2,070.00
6	6(PU109)	552.00	\$1,573.20	\$496.80	\$2,070.00
7	7(PU214)	576.50	\$1,643.03	\$518.85	\$2,161.88
8	8(PU213)	576.50	\$1,643.03	\$518.85	\$2,161.88
9	9(PU212)	576.50	\$1,643.03	\$518.85	\$2,161.88
10	10(PU211)	576.50	\$1,643.03	\$518.85	\$2,161.88
11	11(PU210)	576.50	\$1,643.03	\$518.85	\$2,161.88
12	12(PU209)	576.50	\$1,643.03	\$518.85	\$2,161.88
13	13(PU55)	538.00	\$1,533.30	\$484.20	\$2,017.50
14	14(PU56)	533.00	\$1,519.05	\$479.70	\$1,998.75
15	15(PU57)	533.00	\$1,519.05	\$479.70	\$1,998.75
16	16(PU58)	533.00	\$1,519.05	\$479.70	\$1,998.75
17	17(PU59)	538.00	\$1,533.30	\$484.20	\$2,017.50
18	18(PU60)	546.00	\$1,556.10	\$491.40	\$2,047.50
		10,000.00	\$28,500.00	\$9,000.00	\$37,500.00

Abridged Financial Position

As at 31/08/2022

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road,
Sydenham, Christchurch 8023

	Current period	Previous year
Owners' funds		
Operating Account Balance/(Deficit) Start of Year	13,442.82	8,433.17
Operating Account Surplus/(Deficit) for the Year	3,838.16	5,009.65
	<u>17,280.98</u>	<u>13,442.82</u>
LTM Fund Balance/(Deficit) at Start of Year	41,344.64	26,371.82
LTM Fund Surplus/(Deficit) for the Year	13,648.19	14,972.82
	<u>54,992.83</u>	<u>41,344.64</u>
Net owners' funds	<u>\$72,273.81</u>	<u>\$54,787.46</u>
Represented by:		
Assets		
Cash at Bank	39,941.61	22,331.52
Investments	35,655.44	35,392.83
Stock - Access Passes	113.32	113.32
Total assets	<u>75,710.37</u>	<u>57,837.67</u>
Less liabilities		
Creditors--Other	3,436.56	286.82
Prepaid Levies	0.00	2,763.39
Total liabilities	<u>3,436.56</u>	<u>3,050.21</u>
Net assets	<u>\$72,273.81</u>	<u>\$54,787.46</u>

Approved Budget to apply from 01/09/2021

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road,
Sydenham, Christchurch 8023

		Operating Account		
		Approved budget	Actual	Previous budget
		01/09/2020-31/08/2021		
Revenue				
142500	Interest on Arrears of Levies	0.00	85.72	0.00
143000	Levies Invoiced Normal	51,000.00	51,000.06	51,000.00
Total revenue		51,000.00	51,085.78	51,000.00
Less expenses				
190800	Common Property Electricity	350.00	301.74	500.00
190000	Fire Evacuation Scheme/Drills	1,700.00	0.00	0.00
150400	General Expenses & Secretarial Disbursements	650.00	569.16	650.00
178400	Grounds Maintenance Gates	2,000.00	736.50	2,000.00
178800	Grounds Maintenance Landscaping Improvements	1,000.00	0.00	1,000.00
179000	Grounds Maintenance Lawns & Gardening Contractor/s	4,000.00	4,155.55	4,325.00
177000	Grounds Maintenance Resurfacing Driveways & Paths	1,450.00	0.00	0.00
179202	Grounds Maintenance Roadway Sweeping	1,000.00	0.00	1,000.00
159100	Insurance Premium	21,000.00	19,028.28	21,000.00
159200	Insurance Valuation Fees	1,390.00	1,362.75	1,250.00
167200	R&M Building/s General Repairs	970.00	5,006.34	970.00
165801	R&M Building/s Building Warrant of Fitness Costs	1,200.00	887.82	1,075.00
163005	R&M Building/s Cleaning Windows & Glass	350.00	316.25	400.00
167800	R&M Building/s Gutters & Downpipes Clearing	560.00	546.25	425.00
159408	R&M Building/s Roof Inspection/s	2,500.00	517.50	2,500.00
174900	R&M Building/s Stormwater Systems	500.00	441.89	400.00
176400	R&M Building/s Wash	1,000.00	816.50	2,500.00
176800	R&M Contingencies	970.00	460.00	970.00
154000	Secretarial Fee - Normal Work	10,929.60	10,929.60	10,929.60
Total expenses		53,519.60	46,076.13	51,894.60
Surplus/Deficit		(2,519.60)	5,009.65	(894.60)
Opening balance		13,442.82	8,433.17	8,433.17
Closing balance		\$10,923.22	\$13,442.82	\$7,538.57

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road,
Sydenham, Christchurch 8023

Total units of entitlement	10000	10000
Levy contribution per unit entitlement	\$5.10	\$5.10

Long Term Maintenance Fund**Approved
budget**

01/09/2020-31/08/2021

Actual**Previous
budget****Revenue**

242500	Interest on Arrears of Normal Levies	0.00	25.20	0.00
242600	Interest on Term Deposits LTMF	100.00	100.74	200.00
243000	Levies Invoiced Normal LTMF	15,000.00	15,000.06	15,000.00
<i>Total revenue</i>		15,100.00	15,126.00	15,200.00

Less expenses

251600	Consultants Fees LTMF	1,600.00	153.18	153.18
<i>Total expenses</i>		1,600.00	153.18	153.18

Surplus/Deficit

		13,500.00	14,972.82	15,046.82
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Opening balance

41,344.64 26,371.82 26,371.82

Closing balance

\$54,844.64 \$41,344.64 \$41,418.64

Total units of entitlement

10000 10000

Levy contribution per unit entitlement

\$1.50 \$1.50

Abridged Financial Position

As at 31/08/2021

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road,
Sydenham, Christchurch 8023

	Current period	Previous year
Owners' funds		
Operating Account Balance/(Deficit) Start of Year	8,433.17	(641.65)
Operating Account Surplus/(Deficit) for the Year	5,009.65	9,074.82
	<u>13,442.82</u>	<u>8,433.17</u>
LTM Fund Balance/(Deficit) at Start of Year	26,371.82	15,065.60
LTM Fund Surplus/(Deficit) for the Year	14,972.82	11,306.22
	<u>41,344.64</u>	<u>26,371.82</u>
Net owners' funds	<u>\$54,787.46</u>	<u>\$34,804.99</u>
Represented by:		
Assets		
Cash at Bank	22,331.52	19,904.19
Investments	35,392.83	20,292.09
Receivable--Owners	0.00	0.97
Stock - Access Passes	113.32	113.32
Total assets	<u>57,837.67</u>	<u>40,310.57</u>
Less liabilities		
Creditors--Other	286.82	740.76
Prepaid Levies	2,763.39	4,764.82
Total liabilities	<u>3,050.21</u>	<u>5,505.58</u>
Net assets	<u>\$54,787.46</u>	<u>\$34,804.99</u>

Body Corporate Number 504225

St Martins Village Green - 3, 70 Waltham Road, Sydenham Christchurch 8023

Levy Schedule for the 12 months ending 28 February 2023

Approximate levy instalments that would apply to each unit if the proposed levies are accepted at the Annual General Meeting:

2nd Instalment 2021/2022 (period 01.03.22 to 31.08.22) last day for payment 31.03.2022

Lot	Unit	Ownership Interests	Operating Account	LTM Fund	Total
1	1(PU114)	560.00	\$1,428.00	\$420.00	\$1,848.00
2	2(PU113)	552.00	\$1,407.60	\$414.00	\$1,821.60
3	3(PU112)	552.00	\$1,407.60	\$414.00	\$1,821.60
4	4(PU111)	552.00	\$1,407.60	\$414.00	\$1,821.60
5	5(PU110)	552.00	\$1,407.60	\$414.00	\$1,821.60
6	6(PU109)	552.00	\$1,407.60	\$414.00	\$1,821.60
7	7(PU214)	576.50	\$1,470.08	\$432.38	\$1,902.45
8	8(PU213)	576.50	\$1,470.08	\$432.38	\$1,902.45
9	9(PU212)	576.50	\$1,470.08	\$432.38	\$1,902.45
10	10(PU211)	576.50	\$1,470.08	\$432.38	\$1,902.45
11	11(PU210)	576.50	\$1,470.08	\$432.38	\$1,902.45
12	12(PU209)	576.50	\$1,470.08	\$432.38	\$1,902.45
13	13(PU55)	538.00	\$1,371.90	\$403.50	\$1,775.40
14	14(PU56)	533.00	\$1,359.15	\$399.75	\$1,758.90
15	15(PU57)	533.00	\$1,359.15	\$399.75	\$1,758.90
16	16(PU58)	533.00	\$1,359.15	\$399.75	\$1,758.90
17	17(PU59)	538.00	\$1,371.90	\$403.50	\$1,775.40
18	18(PU60)	546.00	\$1,392.30	\$409.50	\$1,801.80
		10,000.00	\$25,500.00	\$7,500.00	\$33,000.00

1st Instalment 2022/2023 (period 01.09.22 to 28.02.23) last day for payment 30.09.2022

Lot	Unit	Ownership Interests	Operating Account	LTM Fund	Total
1	1(PU114)	560.00	\$1,428.00	\$420.00	\$1,848.00
2	2(PU113)	552.00	\$1,407.60	\$414.00	\$1,821.60
3	3(PU112)	552.00	\$1,407.60	\$414.00	\$1,821.60
4	4(PU111)	552.00	\$1,407.60	\$414.00	\$1,821.60
5	5(PU110)	552.00	\$1,407.60	\$414.00	\$1,821.60
6	6(PU109)	552.00	\$1,407.60	\$414.00	\$1,821.60
7	7(PU214)	576.50	\$1,470.08	\$432.38	\$1,902.45
8	8(PU213)	576.50	\$1,470.08	\$432.38	\$1,902.45
9	9(PU212)	576.50	\$1,470.08	\$432.38	\$1,902.45
10	10(PU211)	576.50	\$1,470.08	\$432.38	\$1,902.45
11	11(PU210)	576.50	\$1,470.08	\$432.38	\$1,902.45
12	12(PU209)	576.50	\$1,470.08	\$432.38	\$1,902.45
13	13(PU55)	538.00	\$1,371.90	\$403.50	\$1,775.40
14	14(PU56)	533.00	\$1,359.15	\$399.75	\$1,758.90
15	15(PU57)	533.00	\$1,359.15	\$399.75	\$1,758.90
16	16(PU58)	533.00	\$1,359.15	\$399.75	\$1,758.90
17	17(PU59)	538.00	\$1,371.90	\$403.50	\$1,775.40
18	18(PU60)	546.00	\$1,392.30	\$409.50	\$1,801.80
		10,000.00	\$25,500.00	\$7,500.00	\$33,000.00

Approved Budget to apply from 01/09/2020

Body Corporate No 504225

St Martins Village Green | 3, 70 Waltham Road,
Sydenham, Christchurch 8023

		Operating Account		
		Approved budget	Actual	Previous budget
		01/09/2019-31/08/2020		
Revenue				
142500	Interest on Arrears of Levies	0.00	92.36	0.00
143000	Levies Invoiced Normal	51,000.00	49,000.06	49,000.00
Total revenue		51,000.00	49,092.42	49,000.00
Less expenses				
190800	Common Property Electricity	500.00	319.19	500.00
150400	General Expenses & Secretarial Disbursements	650.00	517.44	600.00
178400	Grounds Maintenance Gates	2,000.00	2,183.38	2,000.00
178800	Grounds Maintenance Landscaping Improvements	1,000.00	1,132.75	1,132.75
179000	Grounds Maintenance Lawns & Gardening Contractor/s	4,325.00	3,437.20	4,325.00
179202	Grounds Maintenance Roadway Sweeping	1,000.00	0.00	1,000.00
159100	Insurance Premium	21,000.00	18,781.25	21,000.00
159200	Insurance Valuation Fees	1,250.00	1,150.00	1,250.00
167200	R&M Building/s General Repairs	970.00	1,042.50	970.00
165801	R&M Building/s Building Warrant of Fitness Costs	1,075.00	874.61	1,075.00
163005	R&M Building/s Cleaning Windows & Glass	400.00	0.00	550.00
167800	R&M Building/s Gutters & Downpipes Clearing	425.00	402.50	810.00
159408	R&M Building/s Roof Inspection/s	2,500.00	0.00	0.00
174900	R&M Building/s Stormwater Systems	400.00	240.78	400.00
176400	R&M Building/s Wash	2,500.00	0.00	1,625.00
176800	R&M Contingencies	970.00	0.00	970.00
154000	Secretarial Fee - Normal Work	10,929.60	9,936.00	9,936.00
Total expenses		51,894.60	40,017.60	48,143.75
Surplus/Deficit		(894.60)	9,074.82	856.25
Opening balance		8,433.17	(641.65)	(641.65)
Closing balance		\$7,538.57	\$8,433.17	\$214.60
Total units of entitlement		10000		10000
Levy contribution per unit entitlement		\$5.10		\$4.90

Long Term Maintenance Fund**Approved
budget****Actual**
01/09/2019-31/08/2020**Previous
budget****Revenue**

242500	Interest on Arrears of Normal Levies	0.00	21.82	0.00
242600	Interest on Term Deposits LTMF	200.00	184.37	0.00
243000	Levies Invoiced Normal LTMF	15,000.00	11,100.03	11,100.00
<i>Total revenue</i>		15,200.00	11,306.22	11,100.00

Less expenses

251600	Consultants Fees LTMF	153.18	0.00	240.00
<i>Total expenses</i>		153.18	0.00	240.00

Surplus/Deficit

		15,046.82	11,306.22	10,860.00
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Opening balance

		26,371.82	15,065.60	15,065.60
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Closing balance

		\$41,418.64	\$26,371.82	\$25,925.60
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Total units of entitlement		10000		10000
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Levy contribution per unit entitlement		\$1.50		\$1.11
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Abridged Financial Position

As at 31/08/2020

Body Corporate No 504225

St Martins Village Green | 3, 70 Waltham Road,
Sydenham, Christchurch 8023

	Current period	Previous year
Owners' funds		
Operating Account Balance/(Deficit) Start of Year	(641.65)	29.94
Operating Account Surplus/(Deficit) for the Year	9,074.82	(671.59)
	<u>8,433.17</u>	<u>(641.65)</u>
LTM Fund Balance/(Deficit) at Start of Year	15,065.60	9,320.65
LTM Fund Surplus/(Deficit) for the Year	11,306.22	5,744.95
	<u>26,371.82</u>	<u>15,065.60</u>
Net owners' funds	<u>\$34,804.99</u>	<u>\$14,423.95</u>
Represented by:		
Assets		
Cash at Bank	19,904.19	9,377.59
Investments	20,292.09	10,107.72
Receivable--Owners	0.97	0.00
Stock - Access Passes	113.32	113.32
Total assets	<u>40,310.57</u>	<u>19,598.63</u>
Less liabilities		
Creditors--Other	740.76	1,742.29
Prepaid Levies	4,764.82	3,432.39
Total liabilities	<u>5,505.58</u>	<u>5,174.68</u>
Net assets	<u>\$34,804.99</u>	<u>\$14,423.95</u>

Contact

Kelvin Cross

Telephone

03 345 9800

Email

kelvin.cross@aon.com

AddressPO Box 2058
Christchurch 8140Body Corporate 504225
PO Box 41 076
CHRISTCHURCH 8247**Period of Insurance:** 24/05/2023 to 24/05/2024 4pm Local Time**Important Notice:**

This Policy Schedule should be read in conjunction with your insurance policy. Together they form the basis of your insurance cover.

Please check and ensure all information on the Policy Schedule is correct. If you require any changes please contact your broker.

Vertex Material Damage and Business Interruption

The Insured

Body Corporate 504225

Business Description

Principally To be advised and any other activities incidental thereto.

Section 1 Material Damage

Limit of Liability	\$	7,354,000
Sums Insured		
Building	\$	7,354,000
Contents, Plant & Machinery		Not Insured
Stock		Not Insured
Total Sum Insured for Section 1 Material Damage	\$	7,354,000

Values at risk at each location are as per the Schedule of Declared Values dated 23/05/2023

Sub Limits

3.2(d)	Works of Art, Curios and Antiques	\$	100,000
5.2	Alternative Residential Accommodation	\$	50,000
5.3	Capital Additions	\$	100,000
5.5	Contractual Value	\$	50,000
5.6	Electrical Damage	\$	50,000
5.9	Gradual Damage	\$	50,000
5.11	Illegal Drug Contamination	\$	30,000
	any one event during the Period of Insurance	\$	250,000
5.12	Keys and Locks	\$	50,000
5.13	Landslip	\$	500,000
5.14	Money	\$	10,000
	Section A		

	Section B	\$	5,000
5.17	Property in the Course of Construction	\$	500,000
5.26	Restoration & Reproduction Costs – Proof Materials	\$	100,000
5.28	Spoilage	\$	10,000
5.29	Subsidence	\$	500,000
5.30	Sustainable Rebuilding Costs	\$	100,000
5.32	Transit of Property	\$	50,000
5.34	Unspecified Locations	\$	100,000

Optional Extensions

6.1	Declaration Stock Conditions	Not Applicable
6.2	Machinery Breakdown	Not Applicable
6.3	Pressure Vessel	Not Applicable

Section 2 Business Interruption

Limit of Liability	\$	10,000
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Sums Insured

Item No. 1	Gross Profit	\$	Not Insured
Item No. 2	Gross Revenue	\$	Not Insured
Item No. 3	Gross Rentals (Rents Receivable)	\$	Not Insured
Item No. 4	Payroll Wages	\$	Not Insured
Item No. 5	Payroll (Dual Basis)	\$	Not Insured
Item No. 6	Additional Costs	\$	Not Insured
Item No. 7	Redeployment Expenses	\$	Not Insured
Item No. 8	Research Establishment Expenditure	\$	Not Insured
Item No. 9	Severance and Redundancy Payments	\$	Not Insured
Item No. 10	Claims Preparation Costs	\$	10,000
Item No. 11	Outstanding Debtor Balances	\$	Not Insured

Total Sum Insured for Section 2 Business Interruption	\$	10,000
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Values at risk at each location are as per the Schedule of Declared Values dated 23/05/2023

Indemnity Period

As per the Schedule of Declared Values dated 23/05/2023

Sub Limits

9.2	Acts of Civil Authorities - 10% of the total Business Interruption sum insured subject to a maximum	\$	1,000,000
9.4	Contractual Commitments	\$	1,000,000
9.7	Dependency - 10% of the total Business Interruption sum insured subject to a maximum	\$	1,000,000
9.9	Fumes, Gases and Toxic Chemicals - 10% of the total Business Interruption sum insured subject to a maximum	\$	1,000,000

Deductibles

Non Natural Disaster

Material Damage

Each and every loss or series of losses arising from one event	\$	500
Theft	\$	2,500

Business Interruption

9.2 Acts of Civil Authorities, 9.7 Dependency and 9.9 Fumes, Gases and Toxic Chemicals	24 Hours
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Except for

9.7.2(c) Dependency - Transport Routes
9.7.3 Dependency - Utilities

7 Days
24 Hours

Natural Disaster

The Natural Disaster deductible will be calculated as shown below and applies to the combined Material Damage and Business Interruption loss for any one event at each location where there is damage.

Non Natural Disaster

- 5% of the Material Damage Location Sum Insured but not less than \$5,000, or
- For Pre-1935 Risks 5% of the Material Damage Location Sum Insured but not less than \$5,000..

Other Business Interruption Deductibles

9.2 Acts of Civil Authorities, 9.7 Dependency and 9.9 Fumes, Gases and Toxic Chemicals

24 Hours

Endorsements Applicable to the Policy

VERO RESIDENTIAL DEDUCTIBLES – REPLACES ABOVE DEDUCTIBLES:

Owner Occupied Units \$400

Tenanted Units \$650

Common Areas \$500

Unoccupied Units \$1,000

Non EQC Natural Disaster/Earthquake \$5,000

VERO RESIDENTIAL MULTI UNIT ENDORSEMENT SEPT2016

including

Loss of Rents 12 months or \$25,000 whichever is lesser

Landlord Contents \$25,000 per unit / \$100,000 anyone period

VERO UNLAWFUL SUBSTANCES ENDORSEMENT JULY2017

Material Damage Section

28. Unlawful Substances Automatic Extension is deleted and replaced by the following:

Notwithstanding exclusions 7.3 and 7.4, we will cover you for damage being contamination to any building specified in the schedule and any other insured property within that building, caused by the manufacture, supply, storage, possession, distribution or use of any controlled drug as defined in the Misuse of Drugs Act 1975 including methamphetamine, or any pre-cursor chemicals or materials used in any of these activities, provided that:

(a) you own the building; and

(b) the building is:

- a motel or hotel operated by you and the damage is caused by a paying guest; or
- leased to a tenant, and you or the person who manages the tenancy on your behalf has met the "Landlord's Obligations".

Cover under this extension will only apply where, at the time of the claim being made, the level of chemical contamination exceeds applicable recommendations or guidelines for acceptable indoor surface residues in New Zealand made available by the Ministry of Health, or any New Zealand standard for indoor surface residues. We will only pay for decontamination to the extent required to achieve the acceptable level for indoor surfaces residues outlined in the applicable recommendations, guidelines or standard.

For the purpose of this extension, "Landlord's Obligations" are that you or the person who manages the building on your behalf must:

- (a) exercise reasonable care in the selection of tenant(s) by obtaining at least satisfactory verbal or written references; and
- (b) complete an external and internal inspection of the property at a minimum of six monthly intervals and upon every change of tenancy; and
- (c) keep a written record of the outcome of each inspection, and provide a copy to us if a copy is requested.

Our liability under this extension is limited to \$50,000 any one occurrence, up to a maximum of \$250,000 in any period of insurance.

Policy Wording and Version

Vertex Material Damage And Business Interruption 1217

This Policy Schedule forms part of the Policy document noted herein and is to be read in conjunction with that Policy document. Unless expressly stated to the contrary, words in this Policy Schedule that do not appear in bold

but are defined in the Policy, shall have the specific meaning stated in the Policy.

Insurer Panel & Financial Strength Ratings

Insurer: Vero Insurance New Zealand Limited (lead) Proportion: 100%
 Rating agent: Standard and Poors Rating: AA-
 Policy Number: CBP 4979791

Electronically Signed: Andrew Forbes on 24/05/2023

INSURER FINANCIAL STRENGTH RATINGS (In Summary Form)					
Standard & Poors(www.standardandpoors.com)		A.M. Best (www.ambest.com)		Fitch Ratings (www.fitchratings.com)	
AAA	Extremely strong	A+	Superior	AAA	Extremely strong
AA	Very Strong	A	Excellent	AA	Very Strong
A	Strong	B+	Good	A	Strong
BBB	Good	B	Fair	BBB	Good
BB	Marginal	C+	Marginal	BB	Marginal
B	Weak	C	Weak	B	Weak
CCC	Very Weak	D	Poor	CCC	Very Weak
CC	Extremely Weak	E	Under regulatory supervision	D	Distressed
SD	Selective default	F	In liquidation		
D	Default				

Plus (+) or minus (-): these ratings may be modified by the addition of a plus or minus sign to show relative standing within major rating categories.
 A full description of the rating scale is available at the individual company websites noted above.

Body Corporate 504225
PO Box 41 076
CHRISTCHURCH 8247

Contact
Kelvin Cross

Telephone
03 345 9800

Email
kelvin.cross@aon.com

Address
PO Box 2058
Christchurch 8140

Period of Insurance: 24/05/2023 to 24/05/2024 4pm Local Time

Important Notice:

This Policy Schedule should be read in conjunction with your insurance policy. Together they form the basis of your insurance cover.

Please check and ensure all information on the Policy Schedule is correct. If you require any changes please contact your broker.

Vertex Combined Liability

General Liability

Named Insured

Body Corporate 504225

Insured Business Description

Principally Property Owner and any other activities incidental thereto

Limit of Liability

General Liability (any one occurrence)	\$	2,000,000
Products Liability (any one occurrence and in the aggregate)		Not Insured

Excesses

General Liability (any one occurrence)	\$	500
Products Liability (any one occurrence)		Not Applicable

Except for

3.2 Defective Workmanship	\$	1,000
3.3 Goods on Hook	\$	2,500
3.5 Lost or Stolen Keys	\$	1,000
3.6 Machinery or Equipment Service/Repair	\$	1,000
3.8 Product Recall Expense	\$	1,000
3.9 Property in Care, Custody or Control	\$	1,000
3.11 Punitive or Exemplary Damages	\$	500
3.12 Remotely Piloted Aircraft Systems	\$	1,000
3.14 Underground Services	\$	1,000
3.16 Vehicle or Watercraft Service/Repair	\$	2,500
3.18 Vibration or Removal of Support	\$	2,500
3.19 Warrant of Fitness	\$	2,500

Geographic Limit

Worldwide excluding USA and Canada

Sub Limits

3.2 Defective Workmanship	\$	100,000
3.3 Goods on Hook	\$	250,000
3.5 Lost or Stolen Keys	\$	100,000
3.6 Machinery or Equipment Service/Repair	\$	100,000
3.8 Product Recall Expense	\$	500,000
3.9 Property in the Care, Custody or Control	\$	500,000
3.11 Punitive or Exemplary Damages	\$	2,000,000
3.12 Remotely Piloted Aircraft Systems	\$	250,000
3.16 Vehicle or Watercraft Service/Repair	\$	1,000,000
3.17 Vehicles – Excess Liability	\$	1,000,000
3.18 Vibration or Removal of Support	\$	500,000
3.19 Warrant of Fitness	\$	500,000

Optional Extensions

If included, the following Optional Extension(s) shall apply up to the applicable limit of liability or sub limit:

7.1 Change in Business	Not Included
7.2 Errors & Omissions	Not Included
7.3 Financial Interest Cover	Not Included
7.4 Mitigation of Loss	Not Included
7.5 Priority Clause	Not Included

Endorsements Applicable to the Policy

VERTEX GENERAL LIABILITY POLICY - VERO ENDORSEMENT 03/22
 VERTEX GENERAL LIABILITY POLICY - VERO ENDORSEMENT 03/22

The following endorsement(s) have been applied by Vero Insurance New Zealand Limited as lead insurer:

VERTEX GENERAL LIABILITY POLICY - VERO ENDORSEMENT 03/22

Cover is amended as follows (notwithstanding any provision to the contrary in this policy or any other endorsement to it):

ADVERTISING INJURY

The **insurer** will not cover the **insured** against legal liability for **advertising injury** made in the course of or relating to:

- i) advertising, broadcasting or telecasting activities;
- ii) activities using the internet, intranet or the world wide web;
- iii) publication of newspapers, journals, books, or periodicals; conducted by or on behalf of any of the persons insured.

COMMUNICABLE DISEASE EXCLUSION

This policy excludes any loss, damage, interruption, liability, claim, cost, expense or other sum of whatsoever nature (including any increased or additional costs or expenses of a claim to which this exclusion does not otherwise apply) directly or indirectly arising out of, contributed to by, or in connection with:

- a) communicable disease; or
- b) fear or threat (whether actual or perceived) of Communicable Disease; or
- c) actions taken by any person, entity or public authority to respond to, control, prevent or suppress Communicable Disease;

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

Definitions

'Communicable Disease' means:

- i) any disease (whether human, animal, plant or otherwise) which can be transmitted directly or indirectly from any organism to another organism by means of any substance or agent (including without limitation any virus, bacterium, parasite or other organism or any variation thereof, whether living or not), where the disease, substance or agent can cause or threaten:
 - a. damage to human health or welfare; or
 - b. damage to, deterioration of, loss of value of, marketability of or loss of use of property; or
- ii) any Infectious Disease or Quarantinable Disease as defined in or declared under the Health Act 1956.

A reference to the Health Act 1956 includes any amendment, replacement or successor legislation. A reference to Infectious Disease or Quarantinable Disease shall have the meaning found in any replacement definition or of any equivalent or substantially similar term defined in or declared under any amendment, replacement or successor legislation.

This exclusion replaces Exclusion 4.7 'Electronic Data'

COMPUTER SYSTEM AND DATA EXCLUSION

1. This policy does not insure any loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any loss of, alteration of, or damage to or a reduction in the functionality, availability or operation of a Computer System.
 - a. Subject to the other terms, conditions and exclusions of this policy, Exclusion 1 shall not apply to physical loss or physical damage to insured property and interruption or interference to the Insured Business directly resulting therefrom where such physical loss or physical damage is directly caused by:
 - (1) fire,
 - (2) lightning,
 - (3) explosion,
 - (4) aircraft or vehicle impact,
 - (5) falling objects,
 - (6) windstorm,
 - (7) hail,
 - (8) tornado,
 - (9) cyclone,
 - (10) hurricane,
 - (11) earthquake,
 - (12) volcano,
 - (13) tsunami,
 - (14) flood,
 - (15) freeze; or
 - (16) weight of snow.
 - b. Provided that, clause (a) does not apply where such physical loss or physical damage or interruption or interference is directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with:
 - (1) a Cyber Act; or
 - (2) any action taken in controlling, preventing, suppressing or remediating any Cyber Act.
2. This policy does not insure any loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with:
 - a. total or partial destruction, distortion, erasure, corruption, alteration, misinterpretation or misappropriation of Data;
 - b. error in creating, amending, entering, deleting or using Data; or
 - c. total or partial inability or failure to receive, send, access or use Data for any time or at all;

- d. any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data;
- e. the value of any Data;
- from any cause whatsoever, regardless of any other contributing cause or event whenever it may occur.

Definitions

'**Data**' means information, facts, concepts, code or any other information of any kind that is converted, recorded or transmitted in a form to be accessed, communicated, displayed, distributed, interpreted, processed, transmitted, stored or used in or by a Computer System.

'**Computer System**' means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), electronically controlled equipment (including but not limited to data processing), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility.

'**Cyber Act**' means an unauthorized, malicious or criminal act or series of related unauthorised malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.

MECHANICAL PLANT LIABILITY AND CAR PARK LIABILITY

This clause replaces Automatic Extension 'Mechanical Plant Liability and Car Park Liability' 3.7.3

- 3.7.3 relating to any bridge, viaduct, weighbridge, road or anything beneath the **vehicle** caused by vibration or by the weight of any **vehicle** and/or its load while it is being operated as a **tool of trade** at the time of the **injury** and/or **property damage**, but not while it is being driven as a **vehicle**, provided that any designed weight restrictions were not exceeded.

Policy Wording and Version

Vertex General Liability 0220

Statutory Liability

Named Insured

Body Corporate 504225

Insured Business Description

Principally Property Owner and any other activities incidental thereto

Limit of Liability

2.1 Fines and Reparation Orders (any one event and in the aggregate)	\$	500,000
2.2 Defence Costs	\$	500,000

Retroactive Date

24/05/2017

Continuity Date

24/05/2019

Excesses

Each and every event	\$	500
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Geographic Limit

New Zealand

Sub Limits

3.1 Advancement of Defence Costs	\$	100,000
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Optional Extensions

If included, the following Optional Extension(s) shall apply up to the applicable limit of liability or sub limit:

7.1 Civil Pecuniary Penalties	Not Included
7.2 Consequential Loss	Not Included

Endorsements Applicable to the Policy

VERTEX STATUTORY LIABILITY POLICY - VERO ENDORSEMENT 03/22

VERTEX Statutory LIABILITY POLICY - VERO ENDORSEMENT 03/22

EXEMPLARY DAMAGES - 532

Exemplary Damages - 532

The following endorsement(s) have been applied by Vero Insurance New Zealand Limited as lead insurer:

VERTEX STATUTORY LIABILITY POLICY - VERO ENDORSEMENT 03/22

Cover is amended as follows (notwithstanding any provision to the contrary in this policy or any other endorsement to it):

COMMUNICABLE DISEASE EXCLUSION

This policy excludes any loss, damage, interruption, liability, claim, cost, expense or other sum of whatsoever nature (including any increased or additional costs or expenses of a claim to which this exclusion does not otherwise apply) directly or indirectly arising out of, contributed to by, or in connection with:

- a) communicable disease; or
- b) fear or threat (whether actual or perceived) of Communicable Disease; or
- c) actions taken by any person, entity or public authority to respond to, control, prevent or suppress Communicable Disease;

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

Definitions

'Communicable Disease' means:

- i) any disease (whether human, animal, plant or otherwise) which can be transmitted directly or indirectly from any organism to another organism by means of any substance or agent (including without limitation any virus, bacterium, parasite or other organism or any variation thereof, whether living or not), where the disease, substance or agent can cause or threaten:
 - a. damage to human health or welfare; or
 - b. damage to, deterioration of, loss of value of, marketability of or loss of use of property; or
- ii) any Infectious Disease or Quarantinable Disease as defined in or declared under the Health Act 1956.

A reference to the Health Act 1956 includes any amendment, replacement or successor legislation.

A reference to Infectious Disease or Quarantinable Disease shall have the meaning found in any replacement definition or of any equivalent or substantially similar term defined in or declared under any amendment, replacement or successor legislation.

COMPUTER SYSTEM AND DATA EXCLUSION

1. This policy does not insure any loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any loss of, alteration of, or damage to or a reduction in the functionality,

availability or operation of a Computer System.

- a. Subject to the other terms, conditions and exclusions of this policy, Exclusion 1 shall not apply to physical loss or physical damage to insured property and interruption or interference to the Insured Business directly resulting therefrom where such physical loss or physical damage is directly caused by:
 - (1) fire,
 - (2) lightning,
 - (3) explosion,
 - (4) aircraft or vehicle impact,
 - (5) falling objects,
 - (6) windstorm,
 - (7) hail,
 - (8) tornado,
 - (9) cyclone,
 - (10) hurricane,
 - (11) earthquake,
 - (12) volcano,
 - (13) tsunami,
 - (14) flood,
 - (15) freeze; or
 - (16) weight of snow.
 - b. Provided that, clause (a) does not apply where such physical loss or physical damage or interruption or interference is directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with:
 - (1) a Cyber Act; or
 - (2) any action taken in controlling, preventing, suppressing or remediating any Cyber Act.
2. This policy does not insure any loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with:
- a. total or partial destruction, distortion, erasure, corruption, alteration, misinterpretation or misappropriation of Data;
 - b. error in creating, amending, entering, deleting or using Data; or
 - c. total or partial inability or failure to receive, send, access or use Data for any time or at all;
 - d. any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data;
 - e. the value of any Data;
- from any cause whatsoever, regardless of any other contributing cause or event whenever it may occur.

Definitions

'Data' means information, facts, concepts, code or any other information of any kind that is converted, recorded or transmitted in a form to be accessed, communicated, displayed, distributed, interpreted, processed, transmitted, stored or used in or by a Computer System.

'Computer System' means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), electronically controlled equipment (including but not limited to data processing), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility.

'Cyber Act' means an unauthorized, malicious or criminal act or series of related unauthorised malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.

Policy Wording and Version

Vertex Statutory Liability 1220

Employers Liability

NOT INSURED

This Policy Schedule forms part of the Policy document noted herein and is to be read in conjunction with that Policy document. Unless expressly stated to the contrary, words in this Policy Schedule that do not appear in bold text but are defined in the Policy, shall have the specific meaning stated in the Policy.

Insurer Panel & Financial Strength Ratings

Insurer: Vero Insurance New Zealand Limited (lead) Proportion: 100%
 Rating agent: Standard and Poors Rating: AA-
 Policy Number: CBP 4979791

Electronically Signed: Andrew Forbes on 24/05/2023

INSURER FINANCIAL STRENGTH RATINGS (In Summary Form)					
Standard & Poors(www.standardandpoors.com)		A.M. Best (www.ambest.com)		Fitch Ratings (www.fitchratings.com)	
AAA	Extremely strong	A+	Superior	AAA	Extremely strong
AA	Very Strong	A	Excellent	AA	Very Strong
A	Strong	B+	Good	A	Strong
BBB	Good	B	Fair	BBB	Good
BB	Marginal	C+	Marginal	BB	Marginal
B	Weak	C	Weak	B	Weak
CCC	Very Weak	D	Poor	CCC	Very Weak
CC	Extremely Weak	E	Under regulatory supervision	D	Distressed
SD	Selective default	F	In liquidation		
D	Default				

Plus (+) or minus (-): these ratings may be modified by the addition of a plus or minus sign to show relative standing within major rating categories.
 A full description of the rating scale is available at the individual company websites noted above.

Body Corporate 504225, 70 Waltham Road

Long-Term Maintenance Plan

Full version



Body Corporate Information

Body Corporate Number: 504225
Body Corporate Name: 70 Waltham Road
Street Address: 70 Waltham Road
Sydenham
Christchurch
Number of Units: 18
Body Corporate Type: Residential

Long-Term Maintenance Plan Settings

Plan Status: Approved
Start Date: 1 September 2019
Plan Years: 10
Administrator: Tom Holtslag

Long-Term Maintenance Fund Statement

This body corporate has established and maintains a long-term maintenance fund in accordance with the requirements of Section 117 (1) of the Unit Titles Act 2010.

Disclaimer

This long-term maintenance plan has been prepared by Plan Heaven and the Body Corporate for the sole purpose of assisting the Body Corporate with planning and funding its long-term maintenance. It is specifically not intended to be a survey or condition report in regard to the quality and performance of any building element, especially as it relates its weathertightness. In particular, the contents of this long-term maintenance plan should not be relied upon as a pre-purchase inspection and/or condition report.

A brief description of the development

History

The development was planned as stage 3 of St Martins Village Green. Stages 1 and 2 were built earlier at the street addresses of nearby 17 Bunyan St and 10 Buffon St.

Titles for this stage were issued in May 2017, indicating this was about the time construction was completed and there have been no significant changes to the development since that time.

Form of the Development

The development consists of 18 residential units, in two separate two storey blocks, separated by a driveway and parking area, on an approximate 2,300 sqm parcel of land.

The northern block has a footprint of approximately 430 sqm and contains 12 residential units. Units 1 - 6 are on the ground floor and units 7 - 12 are on the first floor.

The southern block has a footprint of approximately 230 sqm and contains 6 residential units (13 - 18), each over 2 levels.

Construction

The construction is a mix of pre-cast concrete tilt slab panels and timber frames over concrete foundations. Some external walls are formed from tilt slab concrete, while the timber frame is clad with Loxo panels, finished with Wattle Granosite to provide a monolithic profile.

The roof of the north block is clad with Butynol, the roof of the south block is clad with Colorsteel.

Infrastructure

The infrastructure is consistent with a modern adjoined townhouse development, whereby all units are connected directly to the basic services. However, there is emergency lighting, access controlled gates and a backflow preventer on the mains water supply and accordingly the body corporate is required to maintain a Building Warrant of Fitness (BWOFF).

Common Property

The common property consists of the driveway and parking areas, the steps and landings, gates and fencing, gardens and grassed areas.

Current Standards of Maintenance

As at September 2019 the development is less than three years old and all building elements are in an "as new" condition.

This long-term maintenance plan has been prepared to ensure this high standard is maintained and contributions from levies are set aside to fund it.

Element descriptions and condition assessments

Item: 1 Name: Roofs Type: Building Element

Description

Each block has a different type of roof.

The north block has a flat roof falling from the front of the building to edge gutters at the back (north side) and capped parapet walls forming the ends of the block. The roof has a timber sub-roof, clad with 1.5mm gray Butynol.

The roof over the southern block has gables over each unit, with flat sections where the units adjoin. These roofs, including the flat sections drain to edge gutters at the front and back of the units, eliminating the need for high maintenance internal gutters. Those units on each end of the block also drain to gutters on the end walls. The roofs on this block have been clad with 0.40mm Colorsteel Endura in a trapezoidal profile.

All of the gutters and downpipes have been formed from pre-painted steel in the same colour as the roof on the southern block.

Condition Assessment as at September 2019

Because it is almost new, the roof claddings are expected to be in good condition but the body corporate will have this confirmed by arranging a roof inspection.

Planned Maintenance

The warranty for Colorsteel is 15 years on the product but typically less on the workmanship. The body corporate acknowledges the maintenance conditions listed on the New Zealand Steel website and notes that while these require routine inspections, because of the distance from the ocean and the fairly benign local environment, it is not a condition of the warranties that the roofs are washed annually, except in those areas sheltered from the rain and/or where they are affected by such things as chemicals, objects, debris or bird droppings. Accordingly, until there is evidence that suggests that washes are required, the body corporate's maintenance regime for the steel roofs during the period covered by this plan is limited to routine inspections and gutter cleaning.

The Butynol will also be subject to warranties but these are generally site and project specific. The body corporate will arrange for a copy of the warranty specific to the site and follow the maintenance requirements that are listed. However, typically Butynol warranties require routine inspections and accordingly roof inspections will include the Butynol roof.

Roof inspections and gutter cleaning is funded from the operating budget so no job and budget is set up for this in this plan.

It is expected that gutter cleaning will be able to be carried out from the ground either using mobile scaffolding or lifting equipment, or vacuuming using long poles, or they may even be carried out at the same time as the roof inspections. But it is the body corporate's objective to have as few contractors on the roofs as possible.

The Body Corporate will Undertake all Roof Maintenance

Because the roof above units is defined on the unit title plan as being part of the unit, there could be differences of opinion in regard to who should pay for the maintenance of each section of roof. i.e. The body corporate or each individual owner. However, the body corporate is in agreement that it is preferable to have the body corporate manage and fund all roof maintenance, including any replacement or repainting that will ultimately be required in the decades to come.

More specifically, The body corporate will undertake and fund any long-term maintenance such as repairs, replacement and painting. However, it is expected that any such repairs or painting will not be required for at least a couple of decades from new and the body corporate will not be making budget provisions for these repairs until the event appears on the 10 year planning horizon.

The exception to this policy is when the maintenance is as a result of an owner installing assets on their section of roof, such as TV aerials or extraction fans.

A variation has been included in this LTMP to formalise this policy.

Installation of New Assets and Penetrations to be Approved by the Body Corporate

The body corporate also acknowledges that the most common cause of damage to the roof is likely to be from contractors walking on it without taking sufficient care, in addition to them creating poor quality flashings when installing assets on the roof for owners. Accordingly, owners are discouraged from installing any additional assets on the roof and/or creating additional penetrations. However, if an owner considers they have no other options, the owner is required to obtain the body

corporate's approval for the new installation and each request will be considered on a case by case basis. This policy is to ensure the quality of the installation, that suitable care is taken to prevent roof damage and to ensure the contractor follows appropriate health and safety procedures.

Roof Safety

The body corporate acknowledges its obligations and liability under modern health and safety law and that falling from height is a hazard associated with any work to be carried out on any roof.

The body corporate is also aware that while only a limited amount of roof related work is scheduled in this plan, its roofs are not fitted with permanent roof safety equipment, either for access or restraint.

While the body corporate considers its options, in the short term, because the installation of permanent roof safety equipment is unlikely to be cost effective, it will instead only appoint contractors who can be relied upon to make their own assessments, plans and temporary arrangements, to ensure their staff work safely on the body corporate's roofs and if any contractor is not completely comfortable with this arrangement, they are to notify the body corporate accordingly and receive further instructions, before commencing work.

Item: 2 Name: Exterior Wall Claddings Type: Building Element

Description

There are two exterior wall systems. Pre-cast concrete tilt slab panels and a monolithic system applied to the timber frame.

The monolithic system is formed from Loxo AAC panels, supplied by Loxo NZ Ltd and a Granosite finishing system supplied by Wattyl NZ. The system was installed by Legend Contracting over a drained and ventilated cavity.

Condition Assessment as at September 2019

The condition of the exterior wall surfaces is very good.

Planned Maintenance

The monolithic cladding systems are not as durable as concrete tilt slab panels and the body corporate understands these systems will require more diligent inspections and preventative maintenance.

The recommended maintenance regime for the Loxo and Granosite system has been recommended by the manufacturer's and is published on the Wattle website. Copies have also been uploaded to the documents storage section of body corporate's account in Plan Heaven. However they can be summarised as following (taken verbatim from the Granosite Maintenance Schedule).

Annually: Chemical/detergent wash. Have the entire coated area inspected by a person with sufficient experience to identify any maintenance requirements to ensure weathertightness. Undertake all necessary repairs immediately. Note: For hard to remove stains refer to the stain removal guide.

7 Years: After seven years exposure the following maintenance procedure is required to validate the Granosite Seven-Year Renewable Warranty. Chemical/Detergent wash to remove all surface contaminants. Complete all necessary repairs. Ensure surface is clean, dry and free from surface contaminants and suitable for painting prior to the application of each coat. Apply one or two coats of the current finish coat as specified by Wattyl NZ.

Note: While these are the most significant statements regarding the maintenance schedule, there are other comments in the document that should be read before issuing works orders to contractors.

In summary, the body corporate will carry out annual building washes using a suitable contractor who will be asked to also look for any potential problems with the cladding and report back to the body corporate.

Building washes are funded from the operating budget and the body corporate will also set aside an amount in the operating budget to cover touch up jobs that are detected by the contractor so that these can be dealt with immediately.

Repainting

Typically exterior walls are repainted on a frequency of somewhere between 8 and 12 years. But because of the requirements of the monolithic cladding systems warranty, this will be scheduled at seven years from new.

Thereafter, the body corporate may leave the time frame between repaints more flexible and will make more firm decisions closer to the time each one is due and once it has been more clearly established how well the painted surfaces are holding up but the ongoing repaints will initially be rescheduled every seven years.

Installation of new assets and penetrations to be approved by the body corporate

The body corporate also acknowledges that the most common cause of damage to monolithic claddings, along with the potential for voiding warranties, is likely to be as a result of owners fixing such things as hose reels or exterior lights to it without taking sufficient care. Accordingly, owners are discouraged from installing any additional items to the claddings and/or creating additional penetrations. Owners should also advise their tenants of this condition. However, if an owner considers they have no other options, the owner is required to obtain the body corporate's approval for the new installation and each request will be considered on a case by case basis. This policy is to ensure the quality of the installation, that suitable care is taken to prevent cladding damage and that the warranties are not voided.

The Body Corporate will Undertake all Exterior Wall Maintenance

The body corporate will manage and pay for all maintenance that relates to the exterior walls. A variation has been included in this LTMP to formalise this policy.

Item: 3 Name: Balconies and Stairs Type: Building Element

Description

The first floor units (7 - 12) of the northern block have north facing balconies. The balcony floors are formed with a steel and timber subframe, with a ply floor that has been fitted with ceramic tiles laid over a butyl rubber membrane. The balustrades are from powder coated aluminium.

The ground floor units (1-6) of the northern block have terraces beneath the upstairs unit's balcony floors.

Then there are three sets of painted steel stairs on Accessory Units AU304, AU305 and AU306 that have been installed to provide access to the units on the upper level of the northern block. The stair landings and balustrades are similar in construction to the balconies. Stained timber beams have been installed as an architectural feature above the landings.

Condition Assessment as at September 2019

The balconies, balustrades and stairs are all sound and in good condition.

Planned Maintenance

Apart from being washed from time to time as part of any building wide maintenance program, no significant maintenance or upgrading of these elements is planned.

The Body Corporate will Maintain all Balconies

Although not all units have a balcony or use one of the sets of stairs, the body corporate will manage and pay for the maintenance of these elements to ensure that a common high standard is maintained throughout the development. The ground floor terraces are the responsibility of each owner to maintain.

A resolution has been included for this.

Item: 4 Name: Doors and Windows Type: Building Element

Description

All of the windows and many of the doors throughout the development are formed from double glazed, powder coated aluminium, the remainder of the doors are from timber in an aluminium frame.

Condition Assessment as at September 2019

All doors and windows are in very good condition.

Planned Maintenance

Apart from being washed from time to time as part of any building wide maintenance program, no significant maintenance or upgrading of the doors or windows is planned.

The timber doors will be repainted at the same time as the building exterior is repainted.

The Body Corporate to Pay for the Maintenance of all Doors and Windows

The body corporate will pay for the maintenance of all exterior doors and windows, except when the repairs are a result of damage caused by the owner or occupier. A resolution has been included in this plan to formalise this policy.

Item: 5 Name: Electrical Systems Type: Infrastructure

The electrical systems in the development are consistent with a modern residential style development, whereby mains electricity is fed from the street supply under the common ground to termination points at the buildings and then on to the switchboards in each unit.

Apart from the common electrical supply to power common assets such as the motorised gates and the emergency lighting, the body corporate has no common electrical assets.

All of these assets are in good condition, the body corporate has no plans for significant maintenance or upgrading of the electrical systems.

Item: 6 Name: Plumbing and Drainage Systems Type: Infrastructure

Plumbing and drainage systems include mains water supply, waste water discharge and storm water removal.

Mains Water and Waste Water

Mains water supply and waste water discharge systems in the development are consistent with a residential style development in that both of these services are piped under common land from where they connect to the city systems, up to the termination points on each unit. These systems appear to be in good condition and there are no plans for upgrades or significant maintenance in the foreseeable future.

The body corporate is required to maintain a back flow preventer and the mains water supply and this will need to be tested each year to ensure it is functioning properly and certified as part of the BWOF. All certification and basic maintenance costs such as replacing seals, are paid for out of the operating budget.

Stormwater Removal

The stormwater management systems in the development are significant and designed specifically to meet the requirements of the Christchurch City Council consent. Copies of all of the maintenance documents have been uploaded to the document's storage section of the body corporate's account in Plan Heaven, but the following is taken verbatim from the operating manual prepared by Whiterock Consulting, the engineers who designed the system.

The discharge of stormwater at the St Martin Village Green (SMVG) Stage 1 to 3 residential development is both to land and to the Christchurch City Council (CCC) reticulated stormwater system. The discharge is authorised under the CCC global stormwater consent (CRC090292) and has the following design:

- Roof water is to be piped via a sealed system to one of four 9 m³ above ground tanks. The tanks are to be connected so they operate as a single storage volume with a single outlet to restrict the flow to 1.4 l/s.

- Stormwater from the car park area will discharge to one of two detention basins planted in landscape plants. The basins will discharge to existing stormwater connections that discharge into Waltham Street.

The stormwater system was designed to meet the following objectives required by the CCC:

- Treat the first flush volume from the hardstand (car park) runoff.

- Provide on-site storage with a slow release outlet to ensure the peak flows from the developed site into the CCC stormwater network do not exceed the greenfield (undeveloped) flow rates for all storms up to and including a 2% AEP, 30 hr storm (20 L/s).

Maintenance of the Two Roof Water Tanks

(Reprinted from the manual)

The following maintenance is required:

- Every 6 months, during a dry period, check the tanks are empty.

- If the tanks are not empty it means the restricted outlet may be blocked and this needs to be checked.

- If sediment accumulation in a tank is causing the restricted outlet to become blocked then the sediment in the tank needs to be removed.

Maintenance of the Car Park Stormwater

(Reprinted from the manual)

Sumps

Sump 1 will capture stormwater from the northern car parking area. The sump will settle out coarse sediments in their base and floating debris such as leaves. If it is not maintained then the sump outlets may become blocked or excess sediment will discharge to the Detention Basin.

Sumps 2, 3 and 4 are outlet sumps within each of the basins. Sediments and floating debris will also become trapped within these sumps and if they block, stormwater may not be able to leave the site causing ponding in the car parking area.

Bubble up chambers 1 and 2 have restricted outlets. These also need to be checked for clogging.

Maintenance requirements:

- Every 6 months inspect the sumps and bubble up chambers for:

a) Accumulation of sediment. If more than 200 mm has accumulated then organise for the sumps to be cleaned out. Note that the sediment in the sumps may contain heavy metals and this material is not to be placed in the garden areas.

b) Presence of hydrocarbons (i.e. more than a rainbow sheen) on the surface of the water. If a layer of hydrocarbons is present then a specialist contractor (such as Chem Waste) needs to be contacted to clean the sumps. The source of the spill also needs to be identified and remedied.

c) If the water level in the sump is lower than the outlet pipe then the sump may have a leak and the sump should be cleaned and resealed. A drainlayer can undertake this work.

- Inspection and maintenance work shall be recorded (see Appendix B for example record sheets)

Key Sumps

Sumps 2, 3 and 4 are basin outlet sumps located within the detention basins. If these block then surface ponding may occur within the car parking areas.

Detention Basins

(Reprinted from the manual)

The detention basins, and particularly the 'infiltration areas' shall be maintained with a healthy grass cover. Note that seasonal browning off is acceptable. The landscape planning on the walls of the detention basins shall also be maintained in a health state and any erosion repaired and stabilised. The layer of engineered topsoil in the 'infiltration area' needs to be protected to ensure it isn't compacted as this will reduce the infiltration rate.

The regular maintenance shall include:

- Regular weeding and pruning as required to maintain a healthy cover of plants.

- Replacing plants due to die off.

Funding of Maintenance of the Stormwater Management Systems

All of the maintenance listed above is funded from the operating budget. If and when the time should come that significant maintenance or upgrading of the stormwater management systems is required, the body corporate may update this long-term maintenance plan to provide the funding but as at 2019, the body corporate was satisfied that the systems were all operating according to the specifications and requirements of the Consent.

Item: 7 Name: Communication Systems Type: Infrastructure

Description

The communication systems in the development are the telephone, broadband and television systems.

Telephone and broadband

Telephones and broadband are consistent with a townhouse development whereby the cables are reticulated under common land up to a termination point at the front of each unit. UFB (fibre) has been installed and there are no copper wire feeds into the development. These systems are adequate and there are no plans for maintenance.

Television

Each owner arranges their own terrestrial and satellite television reception and this has led to many aerials being fixed to the roofs. While the body corporate considers that this is unsatisfactory, because it leads to too many contractors accessing the roof, creating too many penetrations, in the short term this policy will continue.

Condition Assessment as at September 2019

All communication systems are in good condition.

Maintenance Planned

No maintenance is planned on the development's communication systems.

Item: 8 Name: Security Systems Type: Infrastructure

Description

The security system in the development consists of two security coded keypads used to gain entry through the secure motorised vehicle access gate and the main pedestrian access gate.

Condition Assessment as at September 2019

All security systems are in good condition.

Planned Maintenance

The body corporate has no plans for significant maintenance or upgrading of the security system.

Item: 10 Name: Driveway and Parking Area Type: Common Property

Description

The driveway & parking area has been laid with a what appears to be a good thickness and quality of bituminous asphalt. This area is bordered with concrete kerbs and footpaths finished in exposed aggregate.

There are marked car parks with raised vehicle stops .

Condition Assessment as at September 2019

The condition of the asphalt, concreted surfaces and markings is very good.

Planned Maintenance

A provision has been made in this plan to remark the carparks.

The body corporate expects the asphalted and concreted surfaces will last for the life of the buildings.

Item: 11 Name: Fences & Gates Type: Common Property

Fences

There are several styles of fences bordering the development.

There are painted and unpainted timber fences bordering and within the development for privacy fencing and at an area of common land set aside for rubbish and recycling collection.

At the west (Waltham Road) side the fencing is from powdercoated aluminium (swimming pool fence style) and painted timber fencing.

The letterboxes are mounted to a section of fence from painted timber.

Gates

Vehicle access is through two motorised gates, one slides and one swings. These are from powdercoated aluminium (swimming pool fence style).

Pedestrian access is through three gates - the main access gate is beside the vehicle gates and is also from powdercoated aluminium. There is another pedestrian gate at the south side of the development which is padlocked closed and another at the north eastern corner (accessing the neighbouring similarly constructed development) which is open. These gates are constructed from timber palings in a galvanised steel frame.

Condition Assessment as at September 2019

All fences and gates are in good condition.

Maintenance Planned

The body corporate expects the fences and gates will last beyond the life of this plan and has no plans for upgrades. The painted sections of timber fence will be repainted at the same time as the building painting occurs.

The body corporate acknowledges that motorised gate drives and their rolling elements require additional maintenance can cause problems. The cost of maintenance and any repairs will be funded from the operating budget.

When the time comes the body corporate will manage and pay for the repairs and replacement of all fences, including any fences on units, in order to maintain the high standard and consistent style throughout the development. A variation has been included in this LTMP to formalise this policy. This policy includes all gates.

Item: 12 Name: Gardens and Lawns Type: Common Property

Gardens and Grassed Areas

The common property gardens in the development consist of border gardens, which contain a mixture of small plants, tussocks and shrubs, bushes and small trees.

These are in garden beds laid with either bark or stones (for drainage as part of the development's storm water handling system).

As at September 2019 these are generally in a tidy condition. There are some areas of garden beds to be finished with bark, some areas have weeds growing.

The gardens require routine maintenance, the bushes and trees require regular pruning and the lawns need to be regularly mown.

This work is managed by the body corporate and funded from the operating budget.

Funding resolutions

Use this section to list motions that the body corporate wishes to have resolved when this LTMP is approved by owners at a general Meeting, where the body corporate wishes to opt-out of and/or to include maintaining items, using the provisions of S30 of the Unit Titles Regulations 2011. Or when there may be some differences of opinion when interpreting the law as to who is required to pay for any maintenance of any particular item. i.e. The body corporate or each individual owner. An example would be when the body corporate has resolved to pay for the maintenance on windows associated with every unit, whereas without this resolution, it could be argued that the responsibility would fall upon each owner.

Resolution number: 1 Name: Roofs, Claddings, Balconies, Doors and Windows

The body corporate will manage and pay for the maintenance on all roofs, claddings, balconies, stairs, exterior doors and windows, except for repairs required due to owners installing assets on their section of roof or cladding or any damage caused by owners or occupants.

Resolution number: 2 Name: Fences and Gates

The body corporate will manage and pay for the maintenance of all fences and gates in the development including those that are wholly or partly on a unit.

Jobs list

Note: All job costs are provisional estimates only unless otherwise stated. Plan Heaven recommends that the Body Corporate obtains quotes as soon as possible and arranges for this plan to be updated, in order to provide more certainty in regard to the cost of the jobs scheduled and the Body Corporate's ability to fund them.

Job Number: 1 Job Name: Building Repaint

The external walls will be repainted every 7 years as a requirement of the warranty conditions and then between every 8 - 12 years, which may change as the time draws nearer depending on the results of inspections made nearer the time.

At the same time other minor painting work will occur, eg, on the painted fences.

A GST inclusive estimate of \$70,000 is made for this work.

The body corporate will obtain firm quotes prior to the work proceeding.

Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Building Repaint	0	0	0	0	70000	0	0	0	0	0

Job Number: 2 Job Name: Remark the Carparks

A provision has been made for remarking the car park markings.

Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Remark the Carparks	0	0	0	0	0	0	2500	0	0	0

Job cost table

Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Building Repaint	0	0	0	0	70000	0	0	0	0	0
Remark the Carparks	0	0	0	0	0	0	2500	0	0	0
Total	\$0	\$0	\$0	\$0	\$70,000	\$0	\$2,500	\$0	\$0	\$0

Funding required to pay for the cost of this LTMP \$

Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening balance	14,270	29,270	44,270	59,270	74,270	19,270	34,270	46,770	61,770	76,770
Less cost of jobs	0	0	0	0	70,000	0	2,500	0	0	0
Subtotal	14,270	29,270	44,270	59,270	4,270	19,270	31,770	46,770	61,770	76,770
Est LTMP budget	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Closing balance	29,270	44,270	59,270	74,270	19,270	34,270	46,770	61,770	76,770	91,770

Age, life and replacement cost table

Item	Type	Name	Age (Years)	Life (Years remaining)	Replacement Cost
1	Building Element	Roofs	2	38	>\$300,000
2	Building Element	Exterior Wall Claddings	2	48	>\$1,200,000
3	Building Element	Balconies and Stairs	2	48	n/a
4	Building Element	Doors and Windows	2	38	>\$250,000
5	Infrastructure	Electrical Systems	2	33	>\$200,000
6	Infrastructure	Plumbing and Drainage Systems	2	33	Unknown
7	Infrastructure	Communication Systems	2	33	>\$100,000
8	Infrastructure	Security Systems	2	23	>\$50,000
10	Common Property	Driveway and Parking Area	2	48	>\$150,000
11	Common Property	Fences & Gates	2	28	>\$100,000
12	Common Property	Gardens and Lawns	2	48	n/a

Note: The inclusion of the age, life and cost of replacement values of all building elements, items of infrastructure and all common property is a mandatory requirement of LTMPs under the Unit Titles Act 2010 and accordingly is included. However, it is the view of Plan Heaven that these values add little value to a well prepared LTMP.

About this Long-Term Maintenance Plan

Why have a long-term maintenance plan (LTMP)?

Section 116 of the Unit Titles Act 2010 requires that body corporate maintains a LTMP.

This body corporate acknowledges its duty under the legislation but also believes that maintaining a carefully considered LTMP will also contribute towards savings in maintenance costs over the long term, while maintaining the value of each owner's asset and eliminating the financial shocks to owners that come from the need to raise special levies.

About this LTMP

This LTMP has been prepared for the body corporate with the assistance of Plan Heaven Limited (Plan Heaven) and using the plan building template provided online by Plan Heaven. This report has been downloaded and printed from the Plan Heaven website where the body corporate's planning data is stored.

The data belongs to the body corporate and accordingly can be downloaded, updated or deleted as the body corporate determines from time to time. The body corporate pays an annual subscription to Plan Heaven to maintain an account and gain ongoing access to the data.

Photographs and documents

Photographs, including those that relate to comments in the LTMP, are stored on the website and available for viewing as a gallery. The body corporate will also store documents on the Plan Heaven website that relate to this LTMP, such as reports and recommendations from experts and old versions of LTMPs.

Users in Plan Heaven

Any user approved by the body corporate can become a user in Plan Heaven and will then be able to access the data, reports, photographs and documents stored online using any web browser. Any users approved by the body corporate can also be appointed to administrator the account and update or edit the LTMP data as required.

Accuracy of the data

Every attempt has been made to ensure the accuracy of the data and information in this LTMP. However, neither Plan Heaven nor any other person appointed by the body corporate to maintain the data, accepts responsibility for any errors or omissions that might be present.

Status of this LTMP

The status of this document is recorded on the first page. It will be recorded either as a "draft" or "approved". It is a requirement of the Unit Titles Legislation that the body corporate's LTMP must be approved by a properly convened General Meeting.

Renewals

Then once it has been approved, a LTMP must be renewed at least once every three years. However, because of the low cost and ease of updating in Plan Heaven, this body corporate may update this LTMP more frequently.

During updates, if there are no changes to the main body of the LTMP, owners may be asked to approve a summary document which will only include the jobs and funding tables.

Currency

All currency values in this LTMP are at today's values. There is no provision for inflation.

Plan Heaven terms and conditions

This LTMP and all matters relating to it and the Plan Heaven website, plan building template and database, are subject to the terms and conditions published on the website at planheaven.co.nz/terms

End of report for BC 504225, 70 Waltham Road

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View Instrument Details

Instrument No.	10754033.5
Status	Registered
Date & Time Lodged	12 May 2017 15:30
Lodged By	Dahren, Nadine Margaret
Instrument Type	Unit Titles Act 2010 - Notice/Change of Rules - s105 &106



Affected Computer Registers	Land District
781506	Canterbury

Annexure Schedule: Contains 34 Pages.

Signature

Signed by Nadine Margaret Dahren as Applicant Representative on 24/05/2017 08:54 AM

*** End of Report ***

Annexure Schedule - Consent Form
Land Transfer Act 1952 section 238(2)

Insert type of instrument:
"Caveat", "Mortgage" etc

2015/6250
APPROVED
Registrar-General of Land

Page **1** of pages

Consentor

Surname must be underlined or in CAPITALS

Capacity and Interest of Consentor

(eg. Caveator under Caveat no./Mortgagee under Mortgage no.)

ASB BANK LIMITED

Mortgagee under Mortgage 10338530.4

Consent

Delete Land Transfer Act 1952, if inapplicable, and insert name and date of application Act.

Delete words in [] if inconsistent with the consent.

State full details of the matter for which consent is required:

Pursuant to [Section _____] of the Land Transfer Act 1952]

Pursuant to [Section s224(b)(i) of the Resource Management Act 1991]

Pursuant to [Section _____ of the _____ Act]


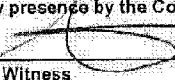
Without prejudice to the rights and powers existing under the interest of the Consentor

The Consentor hereby consents to:

1. **The registration of LT Plan 504225**
2. **The registration of the attached body corporate rules**
3. **The registration of the attached valuers certificate**
4. _____
5. _____

Dated this 28th day of APRIL 2017

Attestation

 INGRID VANESSA MAXWELL of Auckland, New Zealand Team Leader, Lending & Card Operations ASB Bank Limited	Signed in my presence by the Consentor 
	Signature of Witness Witness to complete in BLOCK letters (unless legibly printed) Witness name ANDREW MARK MCLEAN Occupation BANK OFFICER Address AUCKLAND
Signature of Consentor	

An Annexure Schedule in this form may be attached to the relevant instrument, where consent is required to enable registration under the Land Transfer Act 1952, or other enactments, under which no form is prescribed.



ASB BANK LIMITED

CERTIFICATE OF NON-REVOCATION OF POWER OF ATTORNEY

I Ingrid Vanessa Maxwell of Auckland, New Zealand, hereby certify:

1. THAT by a Deed dated 13 December 2016 and deposited with Land Information New Zealand and registered number PA 10684035.1 ASB Bank Limited appointed the persons holding, or from time to time acting in, the following ASB Bank offices as its attorneys on the terms and subject to the conditions set out in the said Deed:

General Manager Lending & Card Operations

Head of Lending & Card Operations

Manager Lending & Card Operations

Acting Manager Lending & Card Operations

Team Leader Lending & Card Operations

Legal Executive Lending & Card Operations

General Manager Retail & Business Credit

Executive Manager Retail & Business Credit

Credit Recoveries Manager

Executive Manager Group Credit Structuring

each being appointed officers of ASB Bank Limited

2. THAT I hold the appointment of Team Leader Lending & Card Operations with ASB Bank Limited
3. THAT at the date of signing I have not received any notice of or information of the revocation of that appointment by the winding up of the said company or otherwise.

Ingrid Vanessa Maxwell

SIGNED at Auckland this 28 day of April 2017

A MEMBER OF THE COMMONWEALTH BANK OF AUSTRALIA GROUP

Lending Operations, ASB North Wharf, 12 Jellicoe Street, Auckland Central, Auckland 1010; P O Box 35, Shortland Street, Auckland 1140, New Zealand
Telephone +64 9 377 8930 Facsimile +64 9 630 3918 DX CX10087 Auckland DK Sort www.asb.co.nz

Body corporate operational rules

The Maisonettes

St Martins Green, Christchurch

Body corporate number: 504225

The following rules are in replacement of the operational rules prescribed by the Unit Titles Regulations 2011:

1. Interpretation

1.1 In these rules:

Act means the Unit Titles Act 2010.

body corporate means the body corporate referred to on the front page of these rules.

owner has the same meaning in these rules as it has in the Act, and, where the context requires for the purposes of these rules, also includes occupiers of a unit in the unit title development and the employees, agents, invitees, licensees and tenants of all owners and occupiers of units in the unit title development unless the context otherwise requires.

1.2 Terms defined in the Act have the same meaning in these rules, unless the context otherwise requires.

1.3 Reference to **including** does not imply limitation.

2. Interference with common property

An owner must not:

- (a) interfere with the reasonable use or enjoyment of the common property by other owners;
- (b) obstruct an lawful use of the common property by other owners; and
- (c) restrict any light or air in any unit or common property, or obstruct or cover any windows, sky lights, lights or other means of illumination of any unit or common property.

3. Damage to common property

An owner must not:

- (a) damage or deface the common property; and
- (b) drive, operate or use, or permit to be driven, operated or used, any vehicle or machinery on the common property of a size and weight that is likely to cause damage to the common property and any such damage caused or contributed to shall be paid for by the owner responsible.

4. Use of facilities within common property

- 4.1 An owner must not use any facilities contained within the common property, or any assets and improvements that form part of the common property, for any use other than the use for which those facilities, assets or improvements were designed and constructed.
- 4.2 An owner must comply with any conditions of use for such facilities, assets or improvements set by the body corporate from time to time.
- 4.3 Any part of the common property that is used as an entrance or access way to the unit title development and any easement area giving access to the unit title development shall not be used by any owner for any other purpose than for entering or leaving the unit title development.
- 4.4 An owner must not damage any lawn, garden, tree, shrub, plant or flower being part of or situated on the common property or use any part of the common property as a garden for their own purposes.

5. Interior maintenance

- 5.1 An owner shall be responsible for the interior maintenance and decoration of the owner's unit.
- 5.2 An owner shall not employ any contractor or worker for the purpose of repairing or altering or making good any part of any unit or any services to any unit other than a contractor or worker appointed or approved by the body corporate for such purpose or under the supervision and to the satisfaction of the body corporate. The body corporate may specify conditions under which the work shall be carried out.
- 5.3 Nothing in this rule 5 shall prevent an owner from employing an interior decorator for the purpose only of decorating or redecorating the interior of any unit.
- 5.4 An owner may, subject to the approval of the body corporate, nominate and employ tradespersons for the purpose of repairing and making good any part of the owner's unit in an emergency.
- 5.5 An owner of unit who carries out any repair, maintenance, additions, alterations or other such work on a unit must ensure that any contractors or other such persons employed by the owner cause minimum inconvenience to all other owners and ensure that such work is carried out in a proper workmanlike manner.

6. Vehicle parking

- 6.1 An owner must not park a vehicle or permit a vehicle to be parked on any part of the common property unless the body corporate has designed it for vehicle parking or has given prior written consent.
- 6.2 An owner (including an accessory unit) that is designated for the purpose of parking vehicles must:
 - (a) only use the vehicle park for the purpose of parking vehicles;
 - (b) ensure the vehicle park is kept tidy and free of litter;
 - (c) not use the vehicle park, or permit it to be used, for storage;
 - (d) ensure that any vehicle parked in the vehicle park is parked within the boundaries of the vehicle park; and
 - (e) must clearly mark any vehicles parks designated solely for use by employees or customers of the owners.
- 6.3 The body corporate may remove a vehicle from the unit title development that the body corporate considers is parked in such a manner that is in breach of this rule 6 at the expense of the owner of the vehicle concerned, and the body corporate shall not be liable for any resulting damage, loss or costs.

7. Aerials, satellite dishes and antennas

An owner must not erect, fix or place any aerial, satellite dish, antenna or similar device on or to the exterior of a unit or on to the common property without the body corporate's prior written consent. The consent of the body corporate may be withheld, varied or revoked if the rights of another owner are adversely affected by the exterior aerial, satellite dish or antenna or similar device.

8. Signs and notices, advertising and promotion

- 8.1 An owner must not without the body corporate's prior written consent, display, erect, fix, place or paint any signs or notices of any kind on or to any part of the common property or on or to any external part of a unit or in a principal unit or in an accessory unit that is visible from either the common property or the external part of the unit.
- 8.2 An owner must not display any goods or services on common property or any unit or use the common property or any unit for any business, promotional or commercial purpose without the body corporate's prior written consent.

9. Rubbish and pest control

An owner must:

- (a) not leave rubbish or recycling material on the common property except in areas designated for rubbish collection by the body corporate;
- (b) where such material is left in a designated rubbish collection area, not leave it in such a way that interferes with the enjoyment of the common property by all owners;
- (c) dispose of rubbish and recycling material promptly, hygienically and tidily using properly secured and sealed rubbish bags and ensure such disposal does not adversely affect the health, hygiene or comfort of other owners;
- (d) not burn any rubbish anywhere on the common property or in any unit; and
- (e) keep the unit free for any vermin, pests, rodents and insects.

10. Cleaning and maintenance

- 10.1 An owner must ensure that the unit is kept clean at all times and gardens, grounds, yards or paved areas within the unit (if any) are kept neat and tidy and are regularly maintained.
- 10.2 An owner must keep all glass contained in window or doors of a unit, and replace any cracked or broken glass as soon as possible with glass of the same or better weight and quality.

11. Use of water services

- 11.1 An owner must use all things required for the provision of water supply, drainage, wastewater and sewage services to a unit or the common property (and all things attached to and used in relation to such services, including pipes, drains, taps, faucets, toilets, baths, showers, sinks, sink incinerators and dishwashers) only for the purpose for which they were designed and constructed. If any owner causes or permits any damage, loss or costs to be incurred due to misuse or negligence that owner shall pay for such damage, loss or costs.
- 11.2 An owner shall not waste water unnecessarily and shall ensure that all taps in the unit are turned off after use.

12. Washing

An owner must not hang any clothes, washing, bedding, towels or other items:

- (a) outside or from a unit, or outside or from any building contained within a unit, or on or from any deck or balcony; or
- (b) on the common property,

except in areas specifically designated by the body corporate as washing line areas and such items may only be hung for a reasonable period.

13. Noise, behaviour and conduct

- 13.1 An owner shall not make or permit any noise or carry out or permit any conduct or behaviour, in any unit or on the common property, which is likely to interfere with the use and enjoyment of the unit title development by other owners.
- 13.2 Except in the kitchen, laundry, toilet or bathroom areas of a unit, an owner must ensure that all floor space in a unit is covered otherwise treated to an extent sufficient to prevent noise transmission from the unit that is likely to disturb the quiet enjoyment that could reasonably be expected by the owner of another unit.

14. Pets

- 14.1 An owner must not, without the body corporate's prior written consent, bring or keep any animal in any unit or on the common property. Consent of the body corporate may be revoked upon written notice if the rights or interests of any other owner are adversely affected by any animal.
- 14.2 Notwithstanding rule 14.1, any owner who relies on a guide, hearing, or assistance dog may bring or keep such a dog in a unit, and may bring such a dog onto the common property.
- 14.3 An owner of any animal permitted under rule 14.1 or rule 14.2 must ensure that any part of a unit or the common property that is soiled or damaged by the animal must promptly be cleaned or repaired at the cost of the owner.

15. Security, fire and ventilation equipment

- 15.1 An owner must comply at all times with the operating and maintenance instructions of any security, fire alarm, and air conditioning or ventilation equipment in the unit.
- 15.2 An owner shall not use or permit to be used any form of portable gas or petroleum fuelled heater within the interior of their unit.
- 15.3 An owner must:
- (a) keep the unit locked and all doors and windows closed and securely fastened at all times when the unit is not occupied, and do all things reasonably necessary to protect the unit from fire, theft or damage;
 - (b) take all reasonable steps to ensure any electronic security cards, security keys or security codes to a unit or common property are not lost, destroyed or stolen or given to anyone other than a registered proprietor, occupier or tenant of the unit to which the security cards, security key or security code relates;
 - (c) not duplicate or permit to be duplicated any electronic security cards, security keys or security codes to a unit or common property; and
 - (d) notify the body corporate as soon as reasonably practicable if rules 15.3(b) or (c) are breached.

16. Delivery areas

- 16.1 The body corporate may designate part of common property as an area for the receipt, delivery, or other movement of goods, supplies, produce, merchandise, freight, or other articles, including a loading dock or lift designed for goods only, (together called **delivery area**). Any delivery area must only be used:
- (a) by owners of units or anyone permitted by an owner;
 - (b) for the purpose for which it was designed and constructed; and
 - (c) during certain hours set by the body corporate from time to time.

17. Hazards and noxious use

- 17.1 An owner must not bring onto or store, nor allow to be brought onto or stored, within the unit or any part of the common property:
- (a) any machinery, goods, or things of an offensive noxious illegal or dangerous nature, or that creates a hazard of any kind;
 - (b) without the body corporate's prior written consent, any object of such weight, size or shape as is likely to cause damage to the unit, any surface area or any common property or that that could cause any damage, weakness, movement or structural defect to any unit or common property (and any such damage caused or contributed to shall be paid for by the owner responsible);
 - (c) anything that affects the operation of fire safety devices and equipment or reduces the level of fire safety in the unit title development;
 - (d) anything that is in breach of any enactment or rule of law relating to fire, insurance, hazardous substances or dangerous goods, or any requirements of any authority; or
 - (e) anything that increases the premium on or is in breach of any body corporate insurance policy for the unit title development.
- 17.2 An owner must not:
- (a) use the premises or allow them to be used for any noisome, noxious, illegal or offensive trade of business;
 - (b) allow any act or thing to be done which may be or grow to be a nuisance, disturbance or annoyance to the other unit holders; or
 - (c) do or allow any odorous activity to occur from the unit which may or is of nuisance, disturbance or annoyance to the other unit holders.

18. Leasing a unit

An owner must:

- (a) provide a full copy of these rules (as amended from time to time) to any occupier of the unit;
- (b) provide the body corporate with written notice of the full name, landline phone number and cell phone number for the owner and for all occupiers of the unit;
- (c) inform any occupier of the unit that the mode of service under the Act is by email, and the owner must provide the body corporate with written notice of the email address for service of the occupiers of the unit and the email address for service of the owner; and
- (d) promptly notify the body corporate in writing of any changes to the details in rules 18(b) and (c).

19. Emergency evacuations, drills and procedures

An owner must cooperate with the body corporate during any emergency evacuation drills and must observe and comply with all emergency evacuation procedures.

20. Notice of damage, defects, accidents or injury

On becoming aware of any damage or defect in any part of the unit title development including its services, or any accident or injury to any person in the unit title development, an owner must immediately notify the body corporate. Any cost to repair any such damage or defect shall be paid by the owner that caused or permitted the damage or defect.

21. Balconies

- 21.1 To protect the external appearance of the building, the following items are specifically prohibited on balconies:
- (a) indoor furniture such as lounge suites, sofas and arm-chairs;
 - (b) household appliances other than barbeques.
- 21.2 The following items are permitted on balconies:
- (a) outdoor tables and chairs;
 - (b) barbeques;
 - (c) gas heat lamps.
 - (d) plants. (Up to 5 typical pot plants are allowed with pot dimensions up to 300mm (H) x 300 mm (D) and plant height up to 1800mm (H).)
- 21.3 All items other than those permitted in 21.2 require the body corporate's prior written consent.

22. Water Supply

- 22.1 Under Resource Consent RMA/2017/70 the Christchurch City Council requires a principal unit to be nominated as the rating unit for the purposes of water billing by the Christchurch City Council.

Accordingly, the owner of the principal unit 55 shall be responsible for paying, to the water supply provider, all water charges levied by the water supply provider relating to the supply of water by or through principal unit 55 to any other Unit or to the Common Property.

As these water charges relate to the water use of the unit title development as a whole, the body corporate will reimburse the owner of the principal unit as determined by the water supply provider for all water charges paid by them pursuant to this clause 22.1 less any amount assessed by the Body Corporate pursuant to clause 2.12.3 as being that Proprietor's share of those charges.

Each Proprietor shall duly and punctually pay to the Body Corporate that owner's share, as assessed by the Body Corporate, of the charges referred to in clause 22.1.

The requirement for a principal unit to be determined or nominated as the rating unit for the purposes of water billing by the water supply provider cannot be changed without the consent of the Christchurch City Council.

- 22.2 The body corporate is responsible for ensuring that all principal unit water supplies are protected with suitable backflow protection.

23. Stormwater

- 23.1 Pursuant to Resource Consent RMA/2017/70, the body corporate to be responsible for appointing a suitably qualified person or company to ensure that appropriate action is undertaken to comply with the requirements of the Maintenance and Operation Manual attached to these rules.
- 23.2 This rule cannot be varied without first obtaining the consent of the Christchurch City Council as required under Resource Consent RMA/2017/70.

24. Indemnity

- 24.1 If any charges or costs that relate to the unit title development and/or the body corporate must be attached to a principal unit then the body corporate will reimburse

and indemnify the owner of that principal unit for those charges or costs.

Page 8 of 34

St Martins Village Green Stormwater Operations and Maintenance Manual: Stages 1 to 3

Prepared for: Virtue Homes Limited

March 2017

Whiterock

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Quality Control Sheet

TITLE St Martins Village Green Stormwater Operations and Maintenance Manual: Stages 1 to 3

CLIENT Virtue Homes Limited

JOB NUMBER J0178

Status	Author	Issue Date
Final V1	Fiona Ambury CPEng, IntPE, MIPENZ	13/07/2016
Final V2 (updated with Stage 1 as built plans)	Fiona Ambury CPEng, IntPE, MIPENZ	18/08/2016
Final V3 (updated with Stage 2 as built plans)	Fiona Ambury CPEng, IntPE, MIPENZ	05/09/2016
Draft V4 (updated to include Stage 3)	Fiona Ambury CPEng, IntPE, MIPENZ	16/03/2017
Final V4 (updated to include Stage 3)	Fiona Ambury CPEng, IntPE, MIPENZ	28/03/2017

Limitations:

This report has been prepared for Virtue Homes Limited, according to their instructions, for the particular objectives described in the report. The information contained in the report should not be used by anyone else or for any other purposes.

Table of Contents

SECTION	PAGE
1.0 Introduction	1
2.0 Roof Water Tanks	2
2.1 Operational Requirements	2
2.2 Maintenance	2
3.0 Car Park Stormwater Stages 1 and 2	2
3.1 Operational Requirements	2
3.2 Maintenance Requirements	3
4.0 Car Park Stormwater Stage 3	4
4.1 Operational Requirements	4
4.2 Maintenance Requirements	4
5.0 Alterations to the Stormwater Systems	5
6.0 Spill Response	6
7.0 Contact Details	6

Appendices:

Appendix A: Construction Drawings

Appendix B: As-built Plans and Planting Plans

Appendix C: Record Sheet

1.0 Introduction

The discharge of stormwater at the St Martin Village Green (SMVG) Stages 1 to 3 residential development is both to land and to the Christchurch City Council (CCC) reticulated stormwater system. The discharge is authorised under the CCC global stormwater consent (CRC090292) and has the following design:

Stages 1 and 2

- Roof water is to be piped via a sealed system to one of four 9 m³ above ground tanks. The tanks have a 32 mm diameter restricted outlet and discharge off site into Buffon Street.
- Stormwater from the car park areas discharges to one of two stormwater detention and infiltration basins. The majority of the stormwater will soak through the base of the basins to underlying soakage trenches. For large storms that exceed the capacity of the basins, stormwater will flow from the site into Buffon Street.
- Stormwater from the Bunyan Street entrance will discharge directly to Bunyan Street.

Stage 3

- Roof water to be piped to two 9 m³ above ground tanks. The tanks are to be connected so they operate as a single storage volume with a single outlet to restrict the flow to 1.4 L/s. This flow can be achieved by either:
 - o Using the standard tap to restrict the flow. If this is the chosen option, then the tanks need to be filled and the tap adjusted until the required flow of 1.4 L/s is achieved; or
 - o Installing a 300 mm length of 20 mm diameter pipe to the outlet; or
 - o Using a drilled orifice (23 mm diameter).
- Stormwater from the car park area will discharge to one of two detention basins planted in landscape plants. The basins will discharge to existing stormwater connections that discharge into Waltham Street. The Basins have the following restricted outlets
 - o North car park basin: restricted flow = 2.6 L/s
 - o South car park basin: restricted flow = 1 L/s

The stormwater system was designed to meet the following objectives required by the CCC:

- Treat the first flush volume from the hardstand (car park) runoff.
- Provide on-site storage with a slow release outlet to ensure the peak flows from the developed site into the CCC stormwater network do not exceed the greenfield (undeveloped) flow rates for all storms up to and including a 2% AEP, 30 hr storm (20 L/s for Stages 1 and 2 combined and 5 L/s for Stage 3).

The construction issue plans are presented in Appendix A and the as-built plans are presented in Appendix B [Note Stage 3 as-built plans still to be provided].

This document sets out the operational and maintenance requirements to ensure the systems perform in the long term. The organisation responsible for the operation and maintenance of the stormwater system is the Pitcaithly Body Corporate Services.

2.0 Roof Water Tanks

2.1 Operational Requirements

All roof water must discharge to 9 m³ above ground tanks via a sealed pipe system. The outlet of the tanks are 'restricted' to limit the flow. The design details are:

Stages 1 and 2

- Outlet to be fitted with 32 mm pipe to restrict flow to 4L/s per tank.
- High level overflow from top to tanks
- Piped discharge to Buffon Street

Stage 3

- Outlet to restrict flow to 1.4 L/s per tank via a 300 mm length of 20 mm diameter pipe to the outlet;
- High level overflow from top to tanks;
- Piped discharge to Waltham Street.

2.2 Maintenance

The following maintenance is required:

- Every 6 months, during a dry period, check the tanks are empty.
- If the tanks are not empty it means the restricted outlet may be blocked and this needs to be checked.
- If sediment accumulation in a tank is causing the restricted outlet to become blocked then the sediment in the tank needs to be removed.

3.0 Car Park Stormwater Stages 1 and 2

3.1 Operational Requirements

- Stormwater from the Bunyan St car park is collected in sumps and piped Detention Basin 1.
- Stormwater from the Bunyan St entrance is collected in a sump and piped directly to Bunyan Street.
- Stormwater from the Buffon Street car park is collected in sumps and piped to Detention Basin 2.

The Detention Basins have been designed to contain the stormwater and allow the majority of it to soak to the underlying ground. Detention Basin 1 is connected to Detention Basin 2 via an overflow sump (Sump 6). When the capacity of both basins is reached stormwater will flow from Detention Basin 1 into Buffon Street via Sump 7. Each Detention Basin has an 'infiltration area' which comprises a special topsoil mix over drainage media. Stormwater will soak through this 'infiltration area' to ground.

3.2 Maintenance Requirements

Sumps

Sumps will capture stormwater from the car parking areas. The sumps will settle out coarse sediments in their base and floating debris such as leaves. If they are not maintained then the sump outlets may become blocked or excess sediment will discharge to the Detention Basin.

Maintenance requirements:

- Every 6 months inspect the sumps for:
 - Accumulation of sediment. If more than 200 mm has accumulated then organise for the sumps to be cleaned out. Note that the sediment in the sumps may contain heavy metals and this material is not to be placed in the garden areas.
 - Presence of hydrocarbons (i.e. more than a rainbow sheen) on the surface of the water. If a layer of hydrocarbons is present then a specialist contractor (such as Chem Waste) needs to be contacted to clean the sumps. The source of the spill also needs to be identified and remedied.
 - If the water level in the sump is lower than the outlet pipe then the sump may have a leak and the sump should be cleaned and resealed. A drainlayer can undertake this work.

Inspection and maintenance work shall be recorded (see Appendix C for example record sheets).

Key Sumps

Sumps 6 and 7 are overflow sumps located within the detention basins. If these block then surface ponding may occur within the car parking areas.

Detention Basins

The detention basins, and particularly the 'infiltration areas' shall be maintained with a healthy grass cover. Note that seasonal browning off is acceptable. The landscape planting on the walls of the detention basins shall also be maintained in a health state and any erosion repaired and stabilised. This planting plan is presented in Appendix B. The layer of engineered topsoil in the 'infiltration area' needs to be protected to ensure it isn't compacted as this will reduce the infiltration rate. The stormwater calculations for the system assumed a minimum infiltration rate through the engineered topsoil of 20 mm/hr.

The regular maintenance shall include:

- Regular mowing (as required by the season)
- Every 6 months inspect the detention basins for:
 - Sediment/litter and hydrocarbons accumulation. Remove accumulated litter, sediment (mainly check around the inlet) and any hydrocarbons (most likely as a result of a known spill).
 - Grass cover health (note seasonal browning is fine) and erosion. Re-sow bare patches of grass with a suitable species (a mix of turf grass) and repair any erosion.
 - Landscape plant health and weeds. Re-plant as required and remove weeds (refer to Appendix B for the planting plan).
 - Bank erosion (particularly the steeper banks). Repair and stabilise the banks as required. (note if a preferred pathway into or out of the detention basin is formed on the steeper basin sides, then a permanent step or structure may be required to protect plants and bank stability).

- Inspection and maintenance work shall be recorded (see Appendix C for example record sheets).

- Every 5 years test the infiltration rate of the engineered topsoil in the infiltration areas using either a double ring infiltrometer test or flooded basin test. If the infiltration rate is less than 20 mm/hr then remedial works shall be undertaken to increase the infiltration rate.

If persistent die off of grass or vegetation in the 'infiltration area' occurs then further investigation is required. The cause could be:

- Poor drainage due to compaction of the soil or clogging of topsoil over time.
- Accumulation of heavy metals (these are present in routine stormwater) or as a result of a spill of hazardous substances.
- If the issue drainage then the top soil shall either be aerated (a maintenance contractor should have equipment for this) to rejuvenate the soakage. Care should be taken to ensure the topsoil is not mixed with the underlying sand. If this does not remedy the drainage then the topsoil may need to be replaced (consult with a suitably qualified person if this is required as the topsoil is an 'engineered mix')
- If the persistent die off is not a result of poor drainage then the soils shall be tested for copper and zinc and any other hazardous substance that may be present as a result of a spillage. A suitably qualified consultant shall undertake the testing and determine the remediation requirements.

4.0 Car Park Stormwater Stage 3

4.1 Operational Requirements

- Stormwater from the northern part of the car park discharges to Basin 1
- Stormwater from the southern part of the car park plus the north-eastern service area are directed to Basin 3, which connects to Basin 2.

The basins are shallow vegetated detention basins that an outlet sump that discharges to a bubble up sump fitted with a restricted outlet (drilled hole in a Y-bend cap) and a high level overflow.

The Detention Basins have been designed to contain the stormwater and allow the majority the sediments to settle out and be filtered by the vegetation within the basins prior to discharging to the CCC stormwater system in Waltham Street.

4.2. Maintenance Requirements

Sumps

Sump 1 will capture stormwater from the northern car parking area. The sump will settle out coarse sediments in its base and floating debris such as leaves. If it is not maintained, then the sump outlets may become blocked or excess sediment will discharge to the Detention Basin.

Sumps 2, 3 and 4 are outlet sumps within each of the basins. Sediments and floating debris will also become trapped within these sumps and if they block stormwater may not be able to leave the site causing ponding in the car parking area.

Bubble up chambers 1 and 2 have the restricted outlets. These also need to be checked for clogging.

Maintenance requirements:

- Every 6 months inspect the sumps and bubble up chambers for:
 - o Accumulation of sediment. If more than 200 mm has accumulated then organise for the sump to be cleaned out. Note that the sediment in the sumps may contain heavy metals and this material is not to be placed in the garden areas.
 - o Presence of hydrocarbons (i.e. more than a rainbow sheen) on the surface of the water. If a layer of hydrocarbons is present then a specialist contractor (such as Chem Waste) needs to be contacted to clean the sumps. The source of the spill also needs to be identified and remedied.
 - o If the water level in the sump is lower than the outlet pipe then the sump may have a leak and the sump should be cleaned and resealed. A drainlayer can undertake this work.
- Inspection and maintenance work shall be recorded (see Appendix C for example record sheets).

Key Sumps

Sumps 2, 3 and 4 are basin outlet sumps located within the detention basins. If these block then surface ponding may occur within the car parking areas.

Detention Basins

The detention basins shall be maintained with a healthy cover of plants.

The regular maintenance shall include:

- Regular weeding and pruning as required to maintain healthy plants;
- Replacing plants due to die off.

5.0 Alterations to the Stormwater Systems

Should the Piteathilly Body Corporate Services wish to modify the stormwater system a suitably qualified and experienced engineer shall be engaged. Any changes will need to be approved by the CCC.

Roof Water

- The sealed pipe work, tank volume and the pipe diameter at the restricted outlet of the tanks shall be maintained and altered in any way.

Car Park

- The stormwater detention basins shall not be filled, modified or reduced in size.
- This 'infiltration area' shall be maintained in a healthy cover of grass or landscape plants. The soil shall be protected from over compaction by vehicle movements.
- Any soil removed from the 'infiltration areas' within the detention basins shall be replaced with an Engineered Topsoil that comprises a mix of topsoil/sand/compost at a ratio of 3:6:1 or the Living Earth rain garden media.

6.0 Spill Response

In the event of a spill of hazardous substances the following procedure shall be followed:

- Where possible the spill should be prevented from entering the stormwater sumps. NEVER WASH A SPILL INTO THE STORMWATER SUMPS.
- Clean the spill up with appropriate spill containment materials, or for larger spill contact the Fire Service
- If a spill enters a sump then contact a contractor, such as Chem Waste, immediately to ensure the spilt substance is removed
- If the spilt substance enters a detention basin then a suitably qualified consultant shall be contracted to ensure that any contaminated material removed is tested and disposed of at an appropriate facility. Testing of the remaining soils will also be required prior to new material being laid.
- Any rebuild of the basin shall be in accordance with the attached drawings.

7.0 Contact Details

Body Corporation	Pitcathly Body Corporate Services
Stormwater Consent Holder	Christchurch City Council 53 Hereford Street Christchurch 03 941 8999
Environmental Engineer	Whiterock Consulting Ltd Fiona Ambury 027 480 4883
Regional Council	Environment Canterbury Compliance Monitoring and Enforcement 03 365 3828

APPENDIX A: DRAWINGS

PROJECT NUMBER - 12315

PROJECT ISSUE

Civil	
C1.01	Sewerage Drainage Plot Plan
C1.02	Sewerage Drainage Plot Plan
C2.04	Drainage Plot Plan and Drainage Details
C2.11	Full Sewer Drainage Plot Plan
C2.12	Full Sewer Drainage Plot Plan
C2.21	Water Supply Plot Plan
C2.22	Water Supply Plot Plan
C3.01	Plot Plan
C3.02	Plot Plan
STRUCTURAL	
S1.01	Slab 1: Floor Slab Item, Floor Slab & Junction Details
S1.02	Slab 2: Floor Slab Item, Floor Slab & Junction Details
S2.01	Slab 3: 1st Floor Slab Item & Junction Details
S2.02	Slab 4: 1st Floor Slab Item & Junction Details
S2.03	Slab 5: 1st Floor Slab Item & Junction Details
S2.04	Slab 6: 1st Floor Slab Item & Junction Details

CONSTRUCTION: 09/20/2015

CONSTRUCTION
CONSENT
CONSTRUCTION

26.11.2015
18.09.2015
04.02.2015

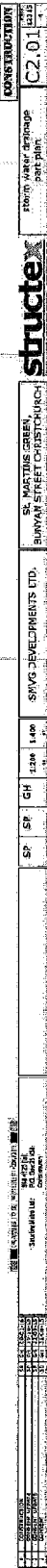
St. MARTINS GREEN
BUNYAN STREET CHRISTCHURCH

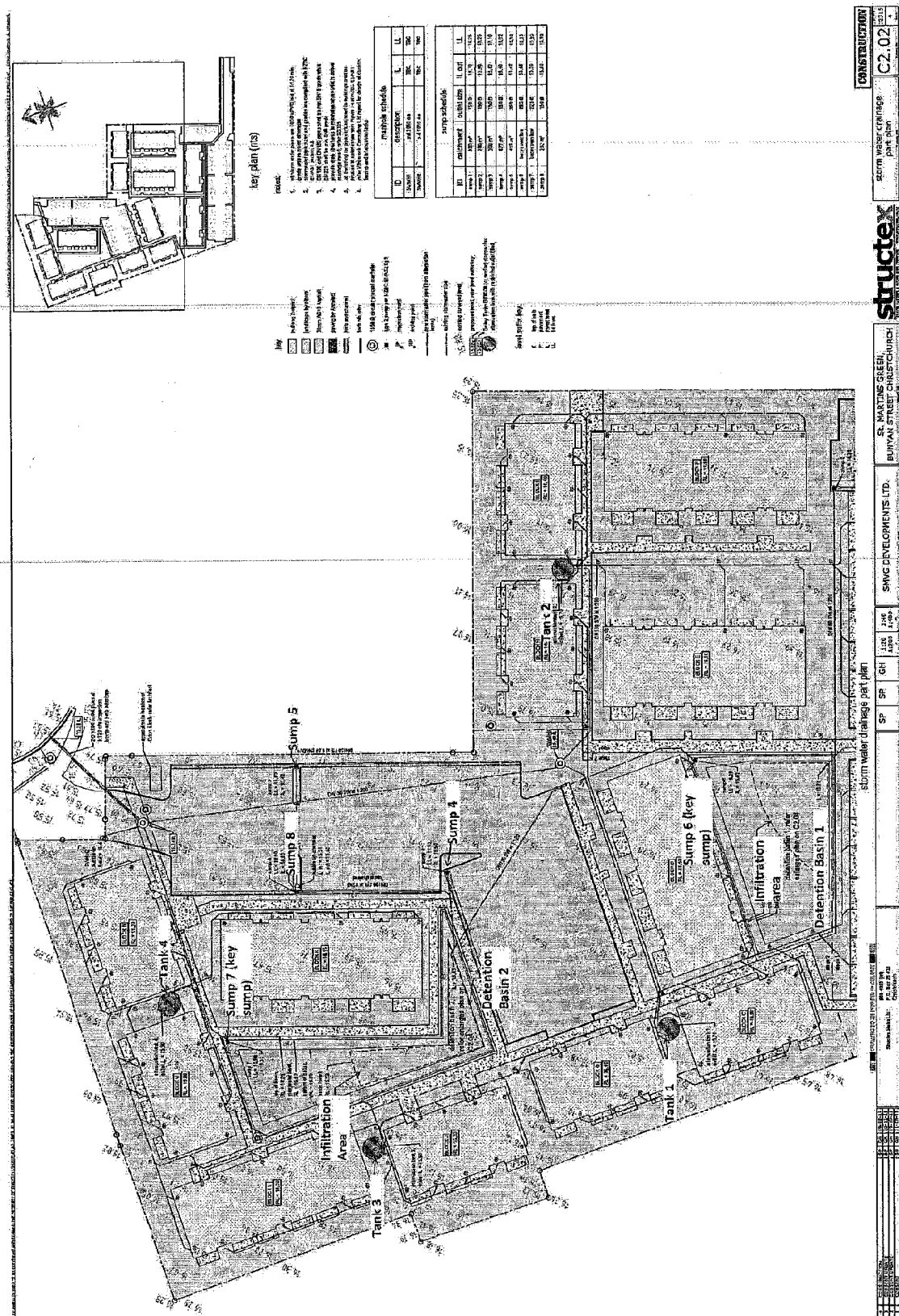
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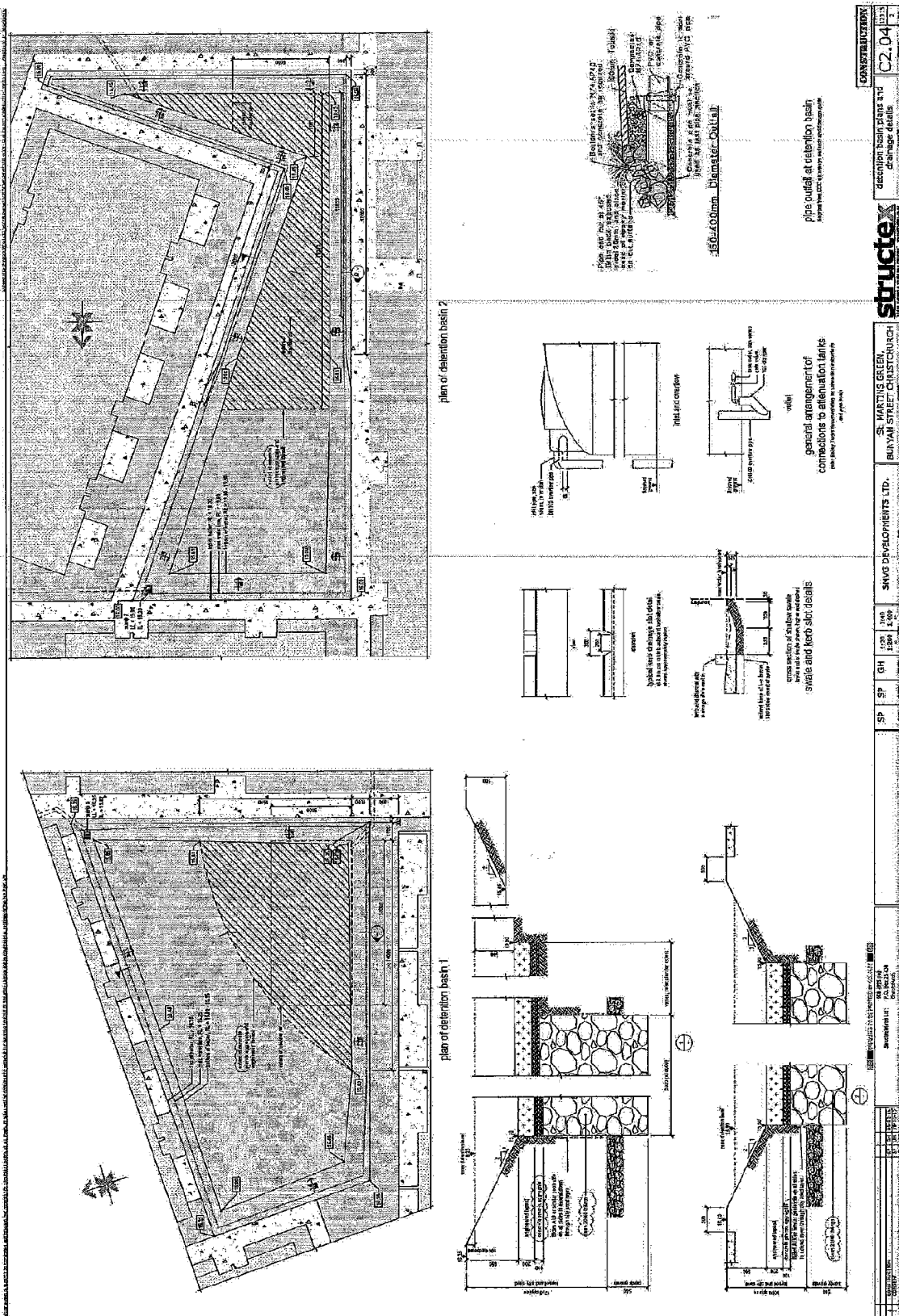
SMVG Developments Ltd.

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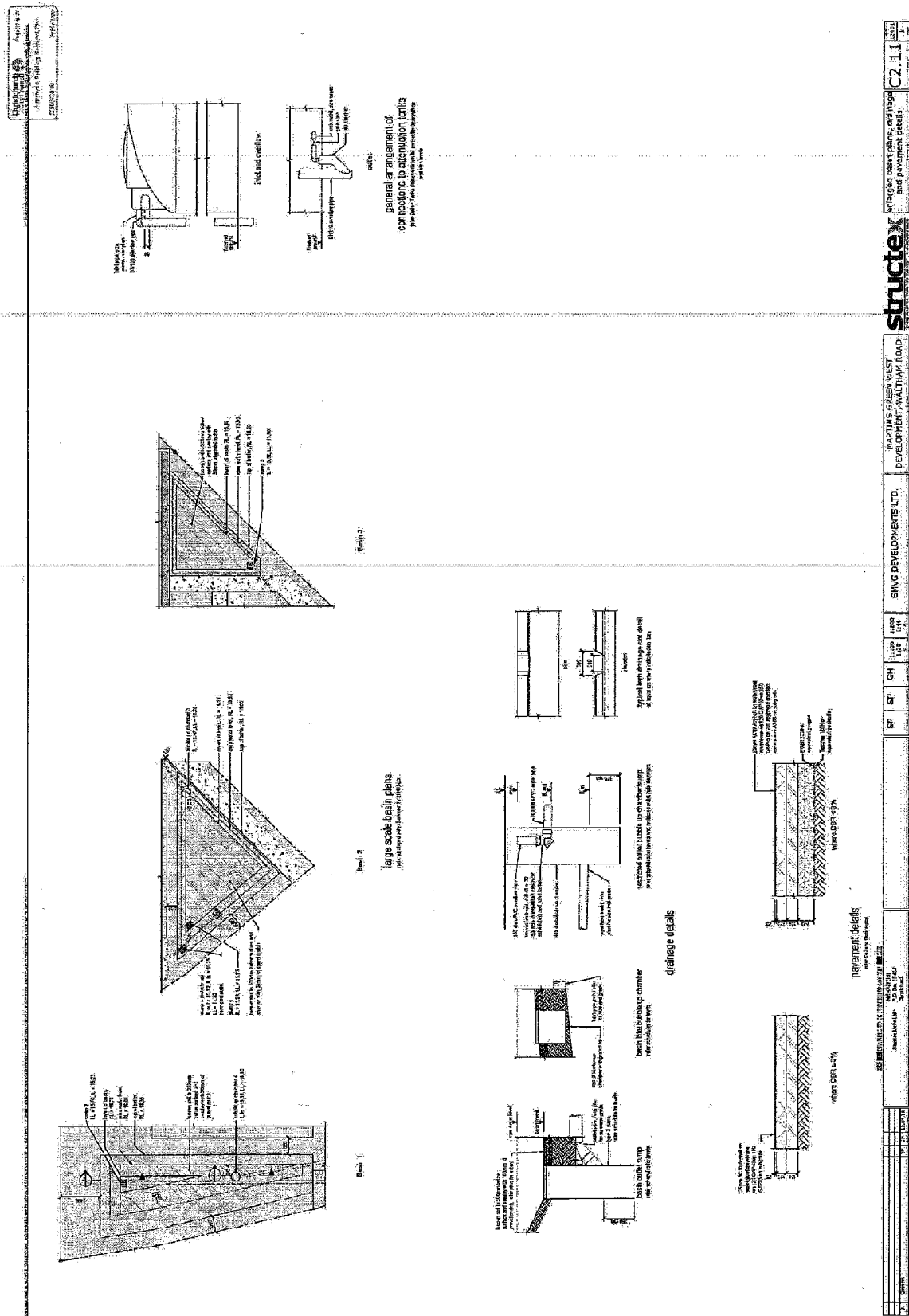




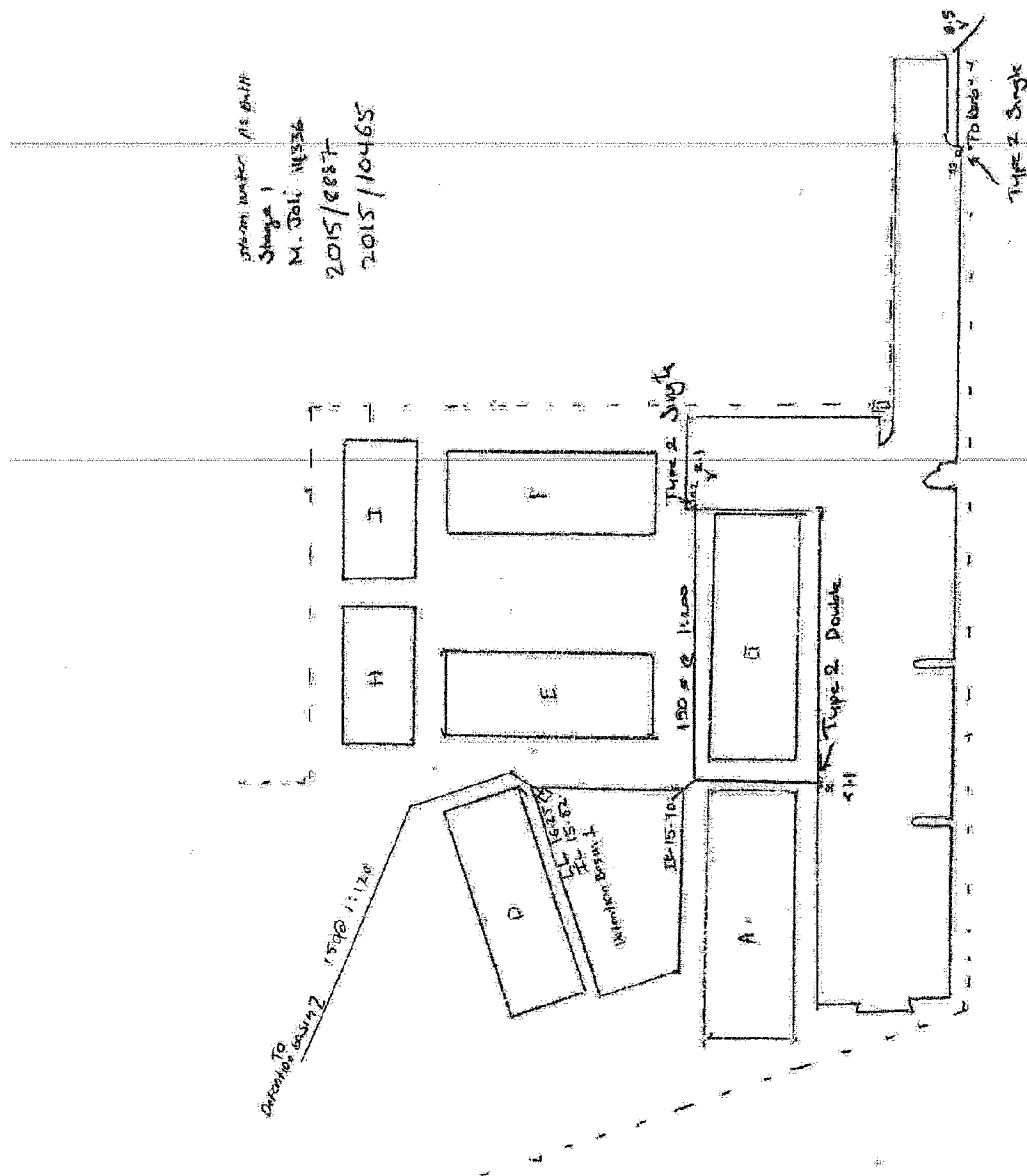


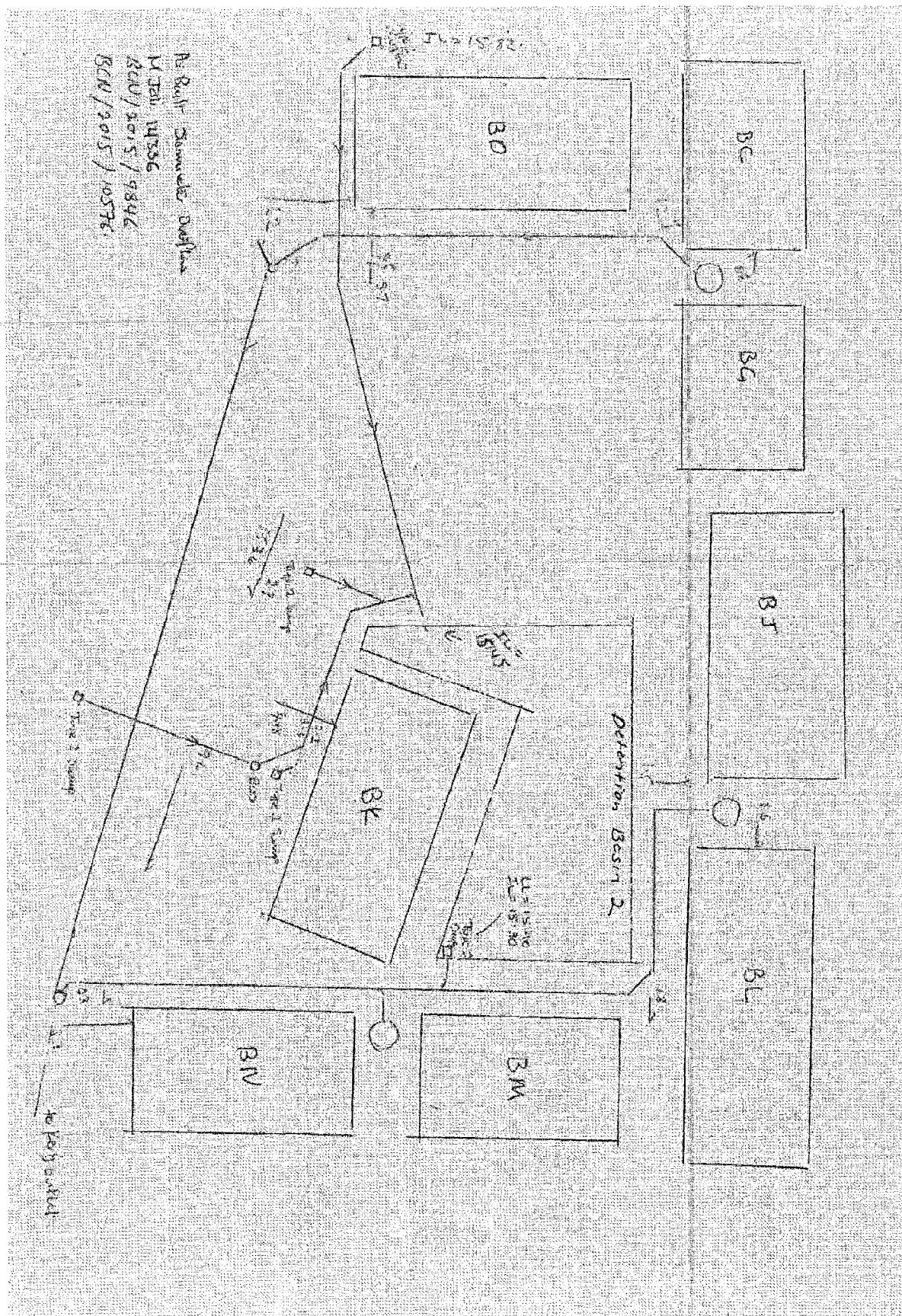


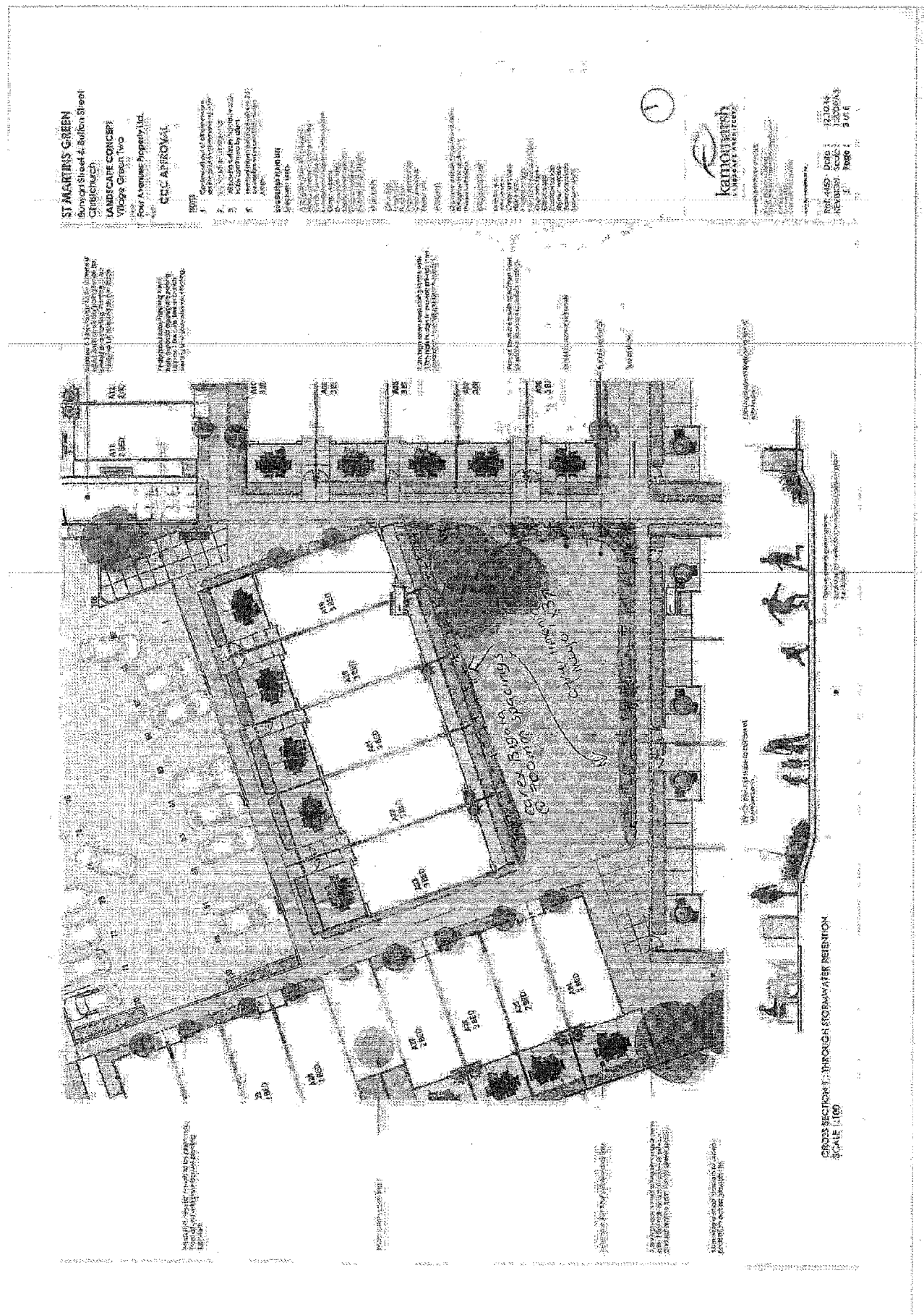


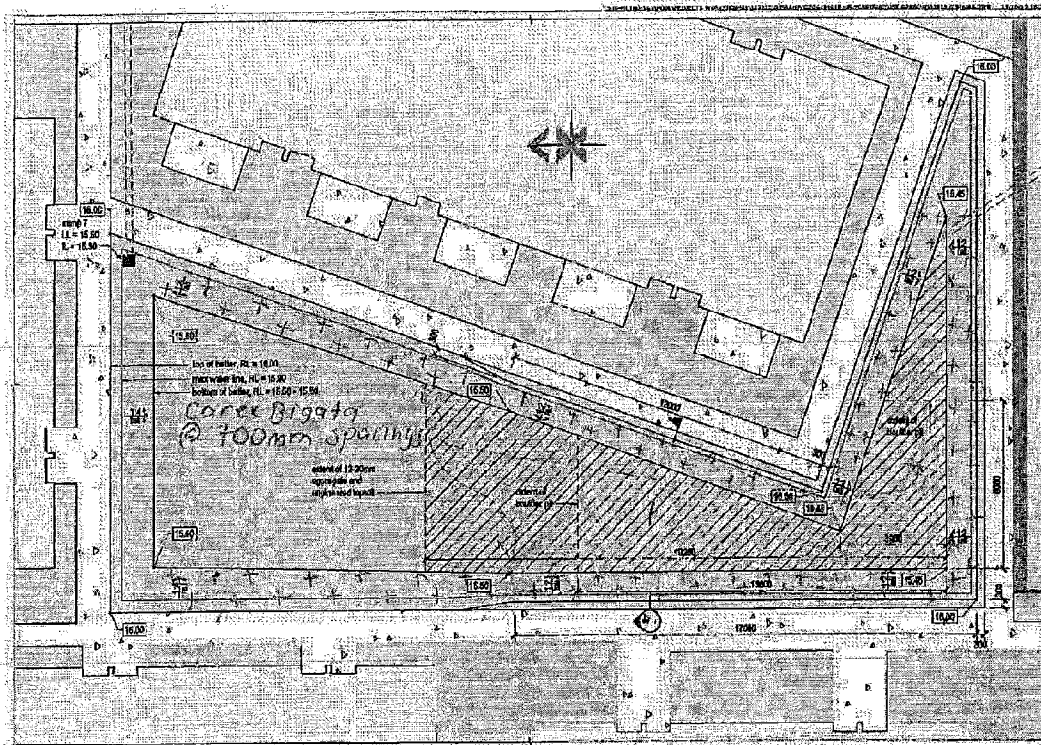


APPENDIX B: AS-BUILT PLANS AND PLANTING PLAN

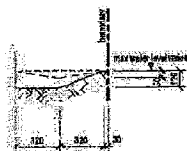
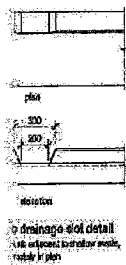




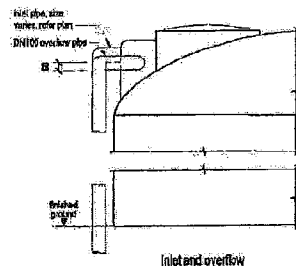




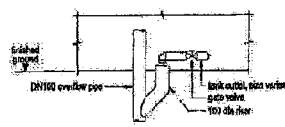
plan of detention basin 2



- detail of shallow swale
- swale shown, higher and detailed
- kerb slot details

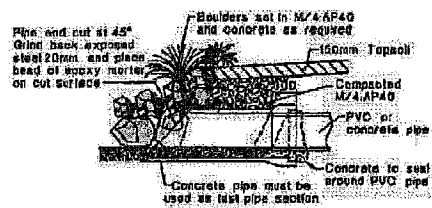


Inlet and overflow

**outlet**

general arrangement of
connections to attenuation tanks

refer Galaxy-Twix documentation for connector instructions and pin levels.

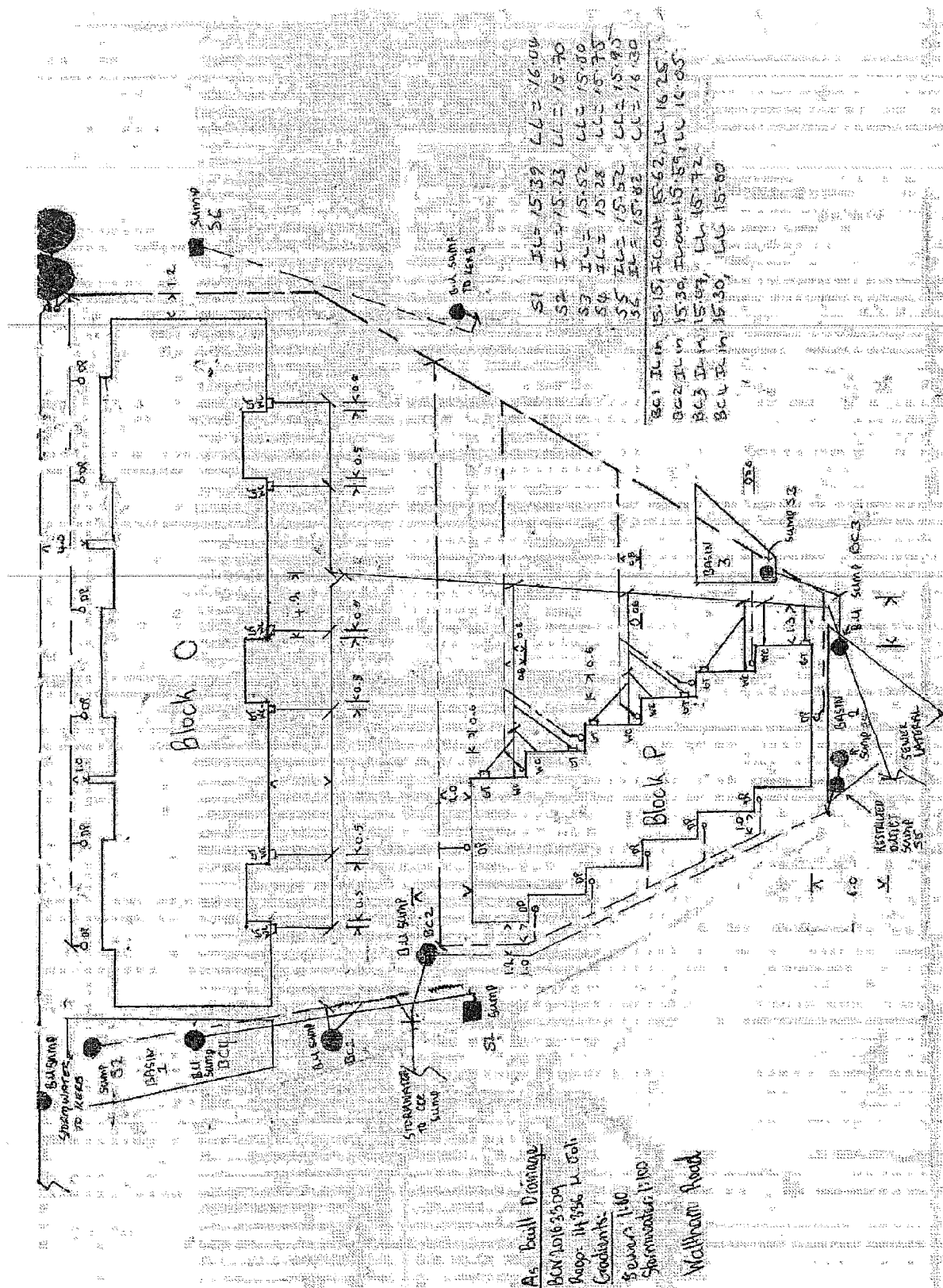


150-400mm Diameter Outfall

pipe outfall at detention basin

diagrams from CCC reference manuals and drainage guide

1:76 1:200 1:400	SMYG DEVELOPMENTS LTD.	ST. MARTINS GREEN, BUNYAN STREET CHRISTCHURCH	structex STRUCTURAL ENGINEERING	detention basin plans and drainage details (pages 10-11)	C2.04	1231 1
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APPENDIX C: RECORD SHEETS

Stage 1 and 2 (accessed from Buffon and Bunyan Streets)

Date:	
Name of inspector:	

Approx. number of days since last rain:				
	Tanks empty?	Cleaning needed?	Date Cleaned (if needed)	
Tank 1 empty:	Y N	Y N		
Tank 2 empty:	Y N	Y N		
Tank 3 empty:	Y N	Y N		
Tank 4 empty:	Y N	Y N		

If any tank is full or partially full then clear blockage and if necessary have tank cleaned

Sumps	Depth of sediment (mm)	Hydrocarbons present?	Requires clean out (if greater than 200 mm, hydrocarbons present)	Date cleaned (if needed)
Sump 1		Y N	Y N	
Sump 2		Y N	Y N	
Sump 3		Y N	Y N	
Sump 4		Y N	Y N	
Sump 5		Y N	Y N	
Sump 6		Y N	Y N	
Sump 7		Y N	Y N	
Sump 8		Y N	Y N	

Detention Basins	Healthy grass/vegetation?	Sediment/litter present	Soil erosion present?	Prolonged damp patches?
Basin 1	Y N	Y N	Y N	Y N
Basin 2	Y N	Y N	Y N	Y N
If N circled then state work to be undertaken				
Basin 1				
Basin 2				
Date work completed and by whom (contractor?)				

6 Monthly Stormwater Record Sheet

Stage 3 (accessed from Waltham Street)

Date:	
Name of inspector:	

Roof Water Tanks				
Approx. number of days since last rain:				
	Tanks empty?	Cleaning needed?	Date Cleaned (if needed)	
Tank 1 empty:	Y N	Y N		
Tank 2 empty:	Y N	Y N		
If any tank is full or partially full then clear blockage and if necessary have tank cleaned				

Sumps	Depth of sediment (mm)	Hydrocarbons present?	Requires clean out (if greater than 200 mm, hydrocarbons present)	Date cleaned (if needed)
Sump 1		Y N	Y N	
Sump 2		Y N	Y N	
Sump 3		Y N	Y N	
Sump 4		Y N	Y N	
Sump 5 (restricted outlet)		Y N	Y N	
Bubble Up Chambers				
BC1 (restricted outlet)		Y N	Y N	
BC2		Y N	Y N	
BC3		Y N	Y N	
BC4		Y N	Y N	

Detention Basins	Healthy grass/vegetation?	Sediment/litter present	Soil erosion present?	Prolonged damp patches?
Basin 1	Y N	Y N	Y N	Y N
Basin 2	Y N	Y N	Y N	Y N
Basin 3	Y N	Y N	Y N	Y N
If N circled then state work to be undertaken (if prolonged damp patches, restricted outlets may be blocked)				
Basin 1				
Basin 2				
Basin 2				
Date work completed and by whom (contractor?)				



A BIT ABOUT ANDY

Andy Williams is not only the Business owner of Office Road Real Estate but is an award winning agent. Being awarded in the top 100 Agents in New Zealand by Rate My Agent in 2021. Andy is quickly building a great reputation with track record to boot.

Canterbury born and bred, Andy knows the ever-changing Christchurch well.

He started his career in Personal Training, so working closely with clients and helping them to achieve their own fantastic results is familiar territory to him.

Andy spent many years working in the construction sector focusing on sales and specifications, working alongside architects, developers and builders. This gave him a well-rounded understanding and sound knowledge of everything it takes to improve, build or maximise the potential of a property – from renovations to new builds and developments. It's this knowledge, experience and valuable contacts that gave Andy a strong advantage during his own property investment journey.

Fast forward to now and Andy's desire to help people achieve fantastic results remains the same, and together with his passion for property, it was a natural fit to start helping others with their own property journey.

Andy's approach is straightforward and genuine and he's prepared to have honest conversations to achieve the best possible results for all parties.



A BIT ABOUT RICHIE

Dedication, communication, determination and trust are the key values Richie displays in everything he does.

Although he is a Cantabrian through and through, Richie has spent six years living in various parts of the world where he has gained immense life experience, including well-honed business and negotiation skills. During the time he spent travelling from Bali to China he built up communication and people skills that are second to none.

Richie knows the value of modern marketing. "As the Real Estate industry evolves to become more innovative and efficient, so do I." Richie has intentionally chosen to work within a team where a strong emphasis is placed on ensuring that clients receive the best advice, support, and marketing to achieve their goals.

His thorough knowledge of all that Christchurch City and the wider Canterbury area has to offer, his dedication to providing exceptional service to all his clients, both buyers and sellers, and his friendly easy approach to life will ensure you will have complete confidence in having Richie working with you to achieve your real estate goals.

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