

Body Corporate 394768, 37 Foremans Road

Long-Term Maintenance Plan



Body Corporate Information

Body Corporate Number: 394768
Body Corporate Name: 37 Foremans Road
Street Address: 37 Foremans Road
Islington
Christchurch
Number of Units: 7
Body Corporate Type: Residential

Long-Term Maintenance Plan Settings

Plan Status: Draft
Start Date: 1 November 2021
Plan Years: 10
Administrator: John Bradley

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 titles for this development were issued in October 2007, indicating that construction was completed around this time.

Earthquake repairs were completed in 2021 which included crack repairs to the pre-cast panels. There were also some roofing works completed which included the replacement of skylights to all units.

Form of the Development

The development consists of seven two-level commercial units on a 4,500 sq m rectangular site which includes office amenities as well as warehouses, and a carpark in front of the buildings.

Construction

The buildings for this development are primarily formed from painted pre-cast concrete panels, structural steel and concrete foundations. There are painted structural steel canopies with fibre cement soffits over the unit main entrances and painted steel glazed eyebrows over some of the first-floor windows.

The warehouses have steel roller doors and powder-coated aluminium fire doors.

The flat (skillion) roofs are Zinalume in a trapezoidal profile with clearlight panels. There is a combination of external Zinalume box gutters that drain to PVC downpipes and internal metal gutters that drain to metal rainheads and PVC downpipes.

Infrastructure

The infrastructure is consistent with single-level retail development whereby all services are reticulated from the street under the common land and then up to where they connect directly at the termination points on each unit.

The body corporate is required to maintain a Building Warrant of Fitness (BWOFF) for the backflow prevention devices and fire protection systems.

Common Property

External common property is limited to the driveway, garden areas and boundary fences. The carparks are accessory units.

There is no internal common property.

Funding of Maintenance

The body corporate funds maintenance from two different accounts. The operating account and the long-term maintenance fund.

Typically, the operating account is used for recurring and lower value maintenance items such as cleaning, building washes, gutter cleaning and maintenance relating to the Building Warrant of Fitness (BWOFF). The long-term maintenance fund is typically used for larger and one-off items.

However, the body corporate reserves the right to choose what account will be used to fund all and any maintenance, whether or not it has been mentioned in this long-term maintenance plan.

GST

The body corporate is not registered for GST. Accordingly, all dollar amounts in this plan include GST unless otherwise stated.

Element descriptions and condition assessments

Item: 1 Name: Roofs Type: Building Element

Description

The roofs within this development are flat, with a pitch of 4 degrees and are clad with a trapezoidal profile Zinalume coated steel. Clearlight sheeting and skylights provide natural light to all units.

The roof over the warehouses drains to Zinalume box gutters and then to painted PVC downpipes (some of these downpipes are painted silver to resemble steel). There are also internal metal gutters behind parapets that drain to metal rainheads.

Condition assessment as at November 2021

As at November 2021, the roof is understood to be in good condition.

The skylights were replaced in 2021, and repairs were undertaken to flashings and fixings.

Planned Maintenance

The body corporate will carry out routine roof inspections and gutter cleaning. This work and any minor repairs are funded from the operating budget.

No other maintenance is planned on the roofs.

Item: 2 Name: Exterior Walls Type: Building Element

Description

The external walls to buildings within this development are painted concrete pre-cast panels. The front panels along Foremans Road have moulded decorative facings.

Condition Assessment as at November 2021

As at November 2021, pre-cast panels and paint finish are generally in very good condition. Earthquake repair works undertaken around 2021. These consisted of crack repairs to the pre-cast panels and repainting.

Planned Maintenance

The body corporate will arrange for the external wall claddings to be washed and inspected annually. As the cost of the building washdown is funded from the operating account, a job has not been scheduled in this plan for this work.

The body corporate will also schedule repainting of all external painted elements, some of which are associated with the external walls and claddings. Any corrosion to exposed steelwork will also be treated as part of this work.

Typically pre-cast concrete walls only need to be repainted on a cycle of around 10-12 years meaning that the next full building repaint would normally be rescheduled beyond the period covered in this plan. However, to ensure funds are available should it be required earlier, this project has been scheduled for the last year of the period covered by this plan. Also because some of the other painted elements such as the steel on the canopies and eyebrows, and the soffits are likely to require repainting earlier a further job and budget have been scheduled earlier for the other painted elements.

Item: 3 Name: Doors & Windows Type: Building Element

Description

The shop doors and windows to all units have glazed suites in aluminium frames.

There are also a number of powder-coated aluminium external fire exit doors to the warehouses of units, as well as factory coated steel roller doors.

Condition Assessment as at November 2021

As at November 2021, all external doors and windows were in excellent condition.

Planned Maintenance

The body corporate will arrange for all exterior doors and windows to be included in the routine building washdown.

Any painted elements on the doors and windows, including factory finishes, if required, will be repainted as part of any full building repaint.

No other maintenance is planned on the exterior doors and windows.

Item: 4 Name: Canopies Type: Building Element

Description

There are canopies over the ground floor aluminium joinery. They are formed from steel and timber frames with painted fibre cement soffits.

The canopy roofs drain back to the buildings to an internal gutter and then to PVC downpipes.

Condition Assessment as at November 2021

As at November 2021, the canopies are understood to be in good condition.

Maintenance Planned

The canopies will be washed as part of any building-wide wash programme and the painted elements repainted (if required) as part of any building-wide repainting programme. The internal gutter will also be cleaned out as part of this programme.

The roofs will be inspected as part of the inspection to be carried out on the main building.

No other work is planned on the canopies.

Item: 5 Name: Electrical Systems Type: Infrastructure

Description

The electrical systems are consistent with a modern commercial development, whereby the mains electricity is fed from tower boxes in the street to the main electrical cabinet at the front of Unit 2 and then on to the switchboards to each unit.

Condition Assessment as at November 2021

As at November 2021, the electrical systems in the development were understood to be in good condition.

Maintenance Planned

No maintenance is planned.

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

Description

Plumbing and drainage systems include mains water supply, wastewater discharge and stormwater removal.

Mains Water

Mains water is piped from the city supply in the street via the common pipework under common land, up to the termination points and meters of each unit.

There are seven backflow prevention devices, one for each unit, located in the cabinet on the grassed area near Unit 1.

Wastewater

Wastewater is passed from each unit into the common sewer system under common land and out to the city system in the street.

Stormwater Removal

Rainwater from the roofs is passed down through the PVC downpipes into the common system under common land from where it is discharged into the city system in the street.

Surface water from the driveway generally flows to a concrete dish drain and steel grated sump.

Condition Assessment as at November 2021

As at November 2021, systems were understood to be in good condition.

Planned Maintenance

The backflow prevention devices will be inspected, tested and certified by an Independently Qualified Person (IQP) as part of this BWOFF. This work and any minor repairs are funded from the operating budget.

The body corporate will arrange to clean the drains and sumps on a regular basis. This work will be funded from the operating account.

No other work is planned on the plumbing and drainage systems.

Item: 7 Name: Communications Systems Type: Infrastructure**Description**

The communications systems in the development include telephone and broadband connectivity and television reception.

Landline telephone and broadband connectivity is supplied over the original copper wiring supplemented with UFB (fibre).

Each owner manages their own television reception.

Condition Assessment as at November 2021

As at November 2021, the communications systems in the development were understood to be in good condition.

Maintenance Planned

No maintenance is planned on the communications systems.

Item: 8 Name: Fire Protection Systems Type: Infrastructure**Description**

Each unit has a type 2f fire alarm that includes manual call points and sounders. The systems are all single zone meaning that if an alarm is activated, only the units is evacuated and not the whole development.

The alarm systems are not monitored (connected to FENZ).

Condition Assessment as at November 2021

As at November 2021, the fire systems were understood to be in good condition.

Maintenance Planned

The fire protection systems are part of the BWOFF and are inspected, tested and certified by an IQP in accordance with the conditions listed on the Compliance Schedule. This work and any minor repairs or replacement of parts is funded from the operating budget.

No other maintenance is planned on the fire protection systems.

Item: 9 Name: Carparks & Driveways Type: Common Property**Description**

The driveway is sealed with what appears to be a good thickness and quality of bituminous asphalt. There are linemarked car parks around the building.

Condition Assessment as at November 2021

As at November 2021, the car parks driveway, and pathways were in good condition. The carpark line marking is also in good condition.

Maintenance Planned

The body corporate will routinely spray weeds and treat lichen that is growing in the carpark. This is funded from the operating budget.

An allowance has been made in this plan for speed bumps and signage to calm the speed of traffic coming into the property.

No other work is planned on the carpark and driveways.

Item: 10 Name: Gardens, Letterboxes, Signage & Fence Type: Common Property**Description**

The development has gardens to the street frontages with mature plantings. There is an empty timber-edged garden bed with a drop of about 150mm in the grassed area to the front of the property near the carpark.

There is a chainwire and steel post fence to the western side boundary.

The letterboxes to each unit are directly fixed to the concrete pre-cast walls and are individually maintained by the unit owners.

There is a plaster-coated concrete sign to the front of the property with painted numbers and the street name.

Condition Assessment as at November 2021

As at November 2021, the gardens, signage and fence are generally neat and tidy.

The shrubbery in the garden beds are in reasonable condition. They may require pruning in warmer months.

Planned Maintenance

The body corporate will arrange for the routine maintenance of gardens which includes mulch and the occasional new shrub. The cost of this work is to be funded from the operating account.

No other maintenance or significant upgrading is planned.

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: External Painting

The Body Corporate is planning to repaint the exterior pre-cast panel walls on a cycle of 10 - 12 years. The provision is budgeted for in year 10 of this plan to ensure funds are available if required. (the property was last painted in 2021). However, closer to the time, this project may be pushed out for a year or two if the paintwork appears to be standing up well.

The soffits and steelwork to the canopies and eyebrows will likely need to be repainted earlier and \$10,000 incl GST has been scheduled for this.

The provision for the full building repaint has been estimated using the following calculations.

1120 sq metres @ \$40 per sq m (QVCostbuilder) = \$44,800 plus GST = approx \$52,000.

Plus fixed and mobile scaffolding. Estimate only. \$18,000 incl GST.

Total provision \$70,000.

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
External Painting	0	0	0	0	0	0	10000	0	0	70000

Job Number: 2 Job Name: Speed Bumps & Signage

A provisional sum is included for the installation of speed bumps in the driveway and signage to the wall near Unit 6 cautioning pedestrians of vehicles accessing the warehouse. Estimate only.

Note - Installation of Entrance gate and site fencing need for Speed bumps

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Speed Bumps & Signage	0	0	0	0	0	0	0	0	0	0

Job Number: 3 Job Name: LTMF

Develop and Set-up a LTMP

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
LTMF	1765	0	0	0	0	0	0	0	0	0

Job Number: 4 Job Name: Fencing-Boundary and security control access gate

Vendor - Certified and General Welding

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fencing-Boundary and security control access gate	52810	0	0	0	0	0	0	0	0	0

Job Number: 5 Job Name: Line-Marking

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Line-Marking	0	1500	0	0	0	0	0	0	0	0

Job Number: 6 Job Name: Security-System-Upgrade

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Security-System-Upgrade	0	5000	0	0	0	0	0	0	0	0

Job cost table

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
External Painting	0	0	0	0	0	0	10000	0	0	70000
Speed Bumps & Signage	0	0	0	0	0	0	0	0	0	0
LTMF	1765	0	0	0	0	0	0	0	0	0
Fencing-Boundary and security control access gate	52810	0	0	0	0	0	0	0	0	0
Line-Marking	0	1500	0	0	0	0	0	0	0	0
Security-System-Upgrade	0	5000	0	0	0	0	0	0	0	0
Total	\$54,575	\$6,500	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$70,000

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

* Denotes funds reimbursed for work carried out for others, including owners.

Financial year commencing	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening balance	0	10,425	38,925	43,925	48,925	53,925	58,925	53,925	58,925	63,925
Less cost of jobs	54,575	6,500	0	0	0	0	10,000	0	0	70,000
Subtotal	-54,575	3,925	38,925	43,925	48,925	53,925	48,925	53,925	58,925	-6,075
Funding from levies	0	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	7,000
*Funding recovered	65,000	35,000	0	0	0	0	0	0	0	0
Closing balance	10,425	38,925	43,925	48,925	53,925	58,925	53,925	58,925	63,925	925

Age, life and replacement cost table

Item	Type	Name	Age (Years)	Life (Years remaining)	Replacement Cost
1	Building Element	Roofs	14	31	>\$240,000
2	Building Element	Exterior Walls	14	36	N/A
3	Building Element	Doors & Windows	14	26	>\$175,000
4	Building Element	Canopies	14	36	>\$100,000
5	Infrastructure	Electrical Systems	14	26	>\$200,000
6	Infrastructure	Plumbing & Drainage Systems	14	36	Unknown
7	Infrastructure	Communications Systems	14	21	>\$30,000
8	Infrastructure	Fire Protection Systems	14	21	>\$70,000
9	Common Property	Carparks & Driveways	14	36	>\$240,000
10	Common Property	Gardens, Letterboxes, Signage & Fence	14	Mixed	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 while these values are useful for 30-year LTMPs they add little value to a well prepared 10-year 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 an 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.

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 administer 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". The status is changed to "approved" once this document has been accepted by the body corporate.

Renewals

Then once it has been approved, an 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 that 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 394768, 37 Foremans Road

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