

# Body Corporate 46828, Windmill Centre

## Long-Term Maintenance Plan



### Body Corporate Information

Body Corporate Name: Windmill Centre  
Street Address: 181 Clarence Street  
Riccarton  
Christchurch  
Number of Units: 6

### Long-Term Maintenance Plan Settings

Plan Status: Approved  
Start Date: 1 November 2024  
Plan Years: 10  
Administrator: John Bradley  
Inflation Adjusted Funding Table set. Rate used: 4.0 %

### 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.

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### 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 regarding the quality and/or performance of any building element, especially as it relates to weather tightness. 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

Titles were issued in August 1983 indicating this was about the time construction was completed. There have been no significant changes to the development since that time.

### Form of the Development

The development consists of two, single level buildings separated by a pedestrian walkway. Together they contain six retail units on an approximate 1,720 square metre parcel of land, which is at the south end of the Windmill Centre.

Building one is situated in the southwest corner of the parcel of land (on the corner of Clarence and Nelson Streets) and contains 5 retail units. It has a footprint of approximately 440 square metres.

Building two is to the east of building one, (accessed from Nelson Street) and contains 1 unit. It has a footprint of approximately 330 square metres.

### Construction

Both buildings have similar construction, some walls are timber framed with weatherboard cladding and others are pre-cast concrete tilt slab panels with exposed aggregate finish.

The roofs for each building are medium pitch hip roofs with steel cladding from Colorsteel in a corrugated profile with edge gutters on each side. The roofs have overhangs to provide verandahs for weather protection.

Building one has a flat area at the apex of its roof, both roofs have dormers.

### Infrastructure

The infrastructure in the development is consistent with this form of commercial style development, with the basic services connected to each unit. There are no common fire protection, security or HVAC systems, accordingly the body corporate is not required to maintain a Building Warrant of Fitness (BWOFF).

### Common Property

The common property consists of pedestrian walkways around the buildings and a large area east of the buildings for vehicle access, some border gardens and a fence along the eastern boundary.

### Current Standards of Maintenance

The overall standard of maintenance is average only, there are several areas that require attention.

This long-term maintenance plan has been prepared to ensure that preventative maintenance is carried out and contributions from levies are set aside to fund it, so that the standard is improved.

### 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 gardening, building washes, and sump and gutter cleaning. The long-term maintenance fund is typically used for larger and one-off items.

### 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 for each building are medium pitch hip roofs with steel profile cladding from Colorsteel longrun sheets in a corrugated profile. There are edge gutters along each side and the roofs overhang to provide verandahs for weather protection.

Building one has a horizontal area lined with what appears to be a butynol rubber membrane at the apex of the roof that appears to have had a repair, both roofs have dormers with slatted timber faces that are in average condition.

These are penetrations through the roofs for plumbing and ventilation pipes, and some equipment is mounted on the roof, eg, air conditioning units, water cylinders.

Both roofs drain to edge gutters on each of the outside walls. Some of the edge gutters have a timber fascia board on their outer face (to keep in with the look of the adjacent timber cladding) which is higher than the edge of the roof beside it, meaning if the gutters are blocked and unable to drain the water will likely enter the walls.

The gutters and most of the downpipes are from rolled Colorsteel type material, the remaining downpipes are from PVC plastic.

**Condition Assessment**

As of March 2024 the condition of the roof cladding that can be seen from ground level looks in good condition and a butynol repair was completed on the membrane in 2023, but the main roof will need painting in the term of this plan.

The timber faces of the dormers show sign of repair and repainting and the posts, frontages and timber facades also look to have been painted recently and are in good condition as they were painted in 2022

An inspection of the roof is required to assess its condition to inspect the fasteners and the flashings/sealing around the various penetrations to ensure these are watertight.

The gutters appear to be sound but it cannot be ascertained from ground level if cleaning is required. Some of the downpipes need to be painted and repaired due to damage.

**Planned Maintenance**

To prevent any gutter or downpipe blockages that could flow into the walls of the building the body corporate will have the gutters and downpipes cleaned annually. At the same time the roof, its fasteners, flashings and penetrations will be inspected for any issues.

To maintain the good condition of the roof, the roofing will be routinely washed.

As this cost is funded from the operating budget a job has not been scheduled for this work.

A roof repaint will be required during the term of this plan, and a budget for it has been set up.

**Job Number 1 - Roof Repaint (First 10 years only)**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Roof Repaint	0	0	0	0	0	25000	0	0	0	0

**Job Number 2 - Provision for Gutters and Downpipe Repairs (First 10 years only)**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Provision for Gutters and Downpipe Repairs	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000

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

**Description**

There are two cladding styles used; pre-cast concrete tilt slab walls with exposed aggregate finish and timber weatherboards - most of which is rusticated profile but there is a small section on the south wall of building one that has weatherboards of the bevel back profile.

The flexible joints between adjacent tilt slabs panels are formed using either silicon or polyurethane flexible sealant.

Building one is predominantly glass with timber cladding, and some pre-cast concrete tilt slab panels on one wall only, while building two is predominantly pre-cast concrete tilt slab panels.

The roofs extend over the pedestrian walkways providing verandahs for weather protection. The verandahs are supported with large diameter timber poles.

**Condition Assessment**

As of March 2024 the walls and cladding were generally in good to fair condition. The pre-cast concrete tilt slab panels are a durable and robust system and apart from washing, the concrete panels are not likely to require any other maintenance for the life of the development. However, the flexible sealant between adjacent panels has aged and is cracking, potentially allowing moisture ingress and needs attention.

The timber poles supporting the verandahs have recently been painted and appear in good condition with some visible splitting.

The rusticated timber weatherboards appear to have been either painted or stained and are in good to fair condition for the age of the building.

The bevelback timber horizontal weatherboards appear to have been repainted and are in good condition with some joints showing their age.

**Planned Maintenance**

The body corporate will carry out a preventative maintenance program that includes routine wall washes, inspections and painting. Areas under veranda roofing should also be included.

Building washes are funded from the operating account so no works have been scheduled for this in this plan.

During the building wash, the contractor will look for any damage, cracks, or chips in any of the systems and report them to the body corporate. The body corporate will then arrange that these and any other defects are remedied as soon as possible.

Before the building wash, the sealant between adjacent precast concrete tilt slab panels is to be removed and replaced with an approved system. A job has been created for this work in this plan.

**Job Number 3 - Replace cracked sealant between concrete pre-cast tilt slab panels (First 10 years only)**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Replace cracked sealant between concrete pre-cast tilt slab panels	0	0	4500	0	0	0	0	0	0	0

**Item: 3 Name: Doors and Windows Type: Building Element**

**Description**

The doors and windows are manufactured from powder coated aluminium.

**Condition Assessment as of March 2024**

All doors and windows are showing their age and UV damaged but remain in good working condition. All require washing.

Some of the head flashings may require minor work

**Planned Maintenance**

All doors and windows throughout the development are to be washed in conjunction with the building wash. This work is to be funded from the operating account.

The head flashing's across windows and doors will be re fastened where they have come away. A job and budget have been established for this work in the plan.

**Job Number 4 - Window and door flashing repairs (First 10 years only)**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Window and door flashing repairs	0	700	0	0	0	0	0	0	0	0

**Item: 4 Name: Electrical Systems Type: Infrastructure****Description**

The electrical systems in the development are consistent with a commercial style development, whereby mains electricity is fed from the pillar boxes on the adjacent streets to each building.

**Condition Assessment**

As at March 2024 the electrical cabinets appear in various conditions but all appear in a water-tight condition.

**Planned maintenance**

The body corporate has no common electrical assets and has no plans for upgrades or significant maintenance to the electrical system.

**Item: 5 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 modern commercial style development in that both of these services are piped under common land from the connections to the city networks in the street, up to the termination points on each unit. These systems all appear to be in good condition and there are no plans for upgrades or significant maintenance in the foreseeable future.

**Storm water removal**

Rain water from the roofs is collected in the edge gutters on the roofs and is passed down through the downpipes to the underground pipes from where it is discharged into the city system.

Surface water from the drive way and car park area discharges into the same network after being collected in the drains and passing through the sumps in the driveway.

**Planned Maintenance**

Apart from cleaning out the sumps from time to time, there are no maintenance or upgrades planned for the plumbing and drainage systems. Owners are required to regularly carry out cleaning and maintenance of their own grease traps.

Several of the downpipes and sumps will require regular unblocking in the walk way between both buildings.

This work is funded from the combined operating account therefore no job has been set up in this LTMP for this work.

**Item: 6 Name: Driveway and Carparking Areas Type: Common Property****Description**

There is one common driveway/carparking area in the development, which is to the east of building 2 and accessed from Nelson Street only.

(The large driveway and carparking area north of both buildings (accessed from Clarence Street) is a separate development and body corporate).

The driveway/carparking area has been formed from what appears to be a good thickness and quality of bituminous asphalt.

Car parking areas are marked with painted strips.

**Condition Assessment as of march 2024**

The condition of the asphalt appears to be good.

The carpark markings appear to be in good condition

The sumps are able to be blocked with debris from the surrounding tall trees and requires regular cleaning.

#### Planned Maintenance

The driveway is to be regularly swept or washed to remove leaves and debris falling from nearby trees and overhanging branches. This cost is funded from the operating budget.

#### Job Number 6 - Repaint car park markings (First 10 years only)

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Repaint car park markings	0	0	0	0	1500	0	0	0	0	0

#### Item: 7 Name: Fences Type: Common Property

##### Description

The only fencing in the development is along the eastern boundary, and consists of unpainted timber paling, rails and posts

##### Condition Assessment

As of March 2024, the fences were in good condition.

##### Planned Maintenance

No maintenance is planned.

#### Item: 8 Name: Border Gardens Type: Common Property

There are several border gardens in the development, all are adjacent to the driveway/carpark area accessed from Nelson Street.

There are two smaller border gardens beside the Nelson Street footpath and a larger one along the eastern boundary fence. All have a shrubs and some have taller established trees.

All areas require pruning and general tidying. This work is funded from the retailers budget, therefore no job has been established in this plan for this work.

Some gardens have a concrete border, which require washing ((March 2024). As this will be done at the same time as the driveway wash and sump cleaning no job has been established for this work.

#### Item: 9 Name: Pedestrian Walkways Type: Common Property

##### Description

Most of the units are retail premises, therefore there are footpaths for shoppers surrounding both buildings.

In the common areas the bulk of the footpaths are formed from large paving slabs with smaller pavers at the south of building one.

##### Condition Assessment

As of March 2024 several of large paving slabs were cracked and slightly uneven and the smaller pavers have slumped and are uneven creating a possible tripping risk.

##### Maintenance planned

The body corporate plans to repair the cracked and slumped areas of paving. A job and budget have been established for this work in the plan.

**Job Number 5 - Pedestrian Area Improvement (First 10 years only)**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Pedestrian Area Improvement	0	4100	0	0	0	0	4100	0	0	0

## 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: Roof Repaint

It is likely that during the next 10 years a roof repaint will be required and this job and budget are provided to fund this work. The body corporate will obtain firm quotations for the work prior to proceeding.

A budget estimate for repainting both roofs, including replacing the membrane on the top flat section of building 1 and any minor repairs and maintenance of penetrations for services = \$25,000 incl GST

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Roof Repaint	0	0	0	0	0	25000	0	0	0	0

### Job Number: 2 Job Name: Provision for Gutters and Downpipe Repairs

An annual provision is made for gutter and downpipe repairs.

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Provision for Gutters and Downpipe Repairs	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000

### Job Number: 3 Job Name: Replace cracked sealant between concrete pre-cast tilt slab panels

This job and budget are to remove all sealant in the tilt slab walls and replace with an approved system, the following provision is made:

Labour. 1 man x 1 week: \$3,500

Materials and Misc: \$1,000

Total \$4,500 incl GST

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Replace cracked sealant between concrete pre-cast tilt slab panels	0	0	4500	0	0	0	0	0	0	0

### Job Number: 4 Job Name: Window and door flashing repairs

This job and budget are to re-fix head flashing's across the doorways and windows.

Labour \$500 Parts and sealants \$200

Total \$700

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Window and door flashing repairs	0	700	0	0	0	0	0	0	0	0

### Job Number: 5 Job Name: Pedestrian Area Improvement

This job and budget are to grind the raised edges of the cracked concrete slabs, lift, fill beneath and replace the slumped paving slabs.

The following budget allowances have been made:

Labour. \$2250

Materials \$700

Make safe and clean site post work \$600

Total allowance = \$3550 plus GST \$4,100 approx

Further allowance has been made for similar future repairs if required.

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Pedestrian Area Improvement	0	4100	0	0	0	0	4100	0	0	0

**Job Number: 6    Job Name: Repaint car park markings**

This job and budget are for the regular painting of the car park markings to maintain the carpark areas

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Repaint car park markings	0	0	0	0	1500	0	0	0	0	0

**Job cost table**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Roof Repaint	0	0	0	0	0	25,000	0	0	0	0
Provision for Gutters and Downpipe Repairs	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Replace cracked sealant between concrete pre-cast tilt slab panels	0	0	4,500	0	0	0	0	0	0	0
Window and door flashing repairs	0	700	0	0	0	0	0	0	0	0
Pedestrian Area Improvement	0	4,100	0	0	0	0	4,100	0	0	0
Repaint car park markings	0	0	0	0	1,500	0	0	0	0	0
<b>Total</b>	<b>\$2,000</b>	<b>\$6,800</b>	<b>\$6,500</b>	<b>\$2,000</b>	<b>\$3,500</b>	<b>\$27,000</b>	<b>\$6,100</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>

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

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening balance	13,058	19,058	20,258	21,758	27,758	32,258	13,258	15,158	21,158	27,158
Less cost of jobs	2,000	6,800	6,500	2,000	3,500	27,000	6,100	2,000	2,000	2,000
Subtotal	11,058	12,258	13,758	19,758	24,258	5,258	7,158	13,158	19,158	25,158
Funding from levies	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Closing balance	19,058	20,258	21,758	27,758	32,258	13,258	15,158	21,158	27,158	33,158

**Inflation Added Funding Table All currency values in this table include inflation at a rate of 4.0%. (the first 10 years only)**

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening balance	13,058	19,058	20,306	21,928	28,678	33,942	10,826	13,230	21,125	29,337
Less cost of all jobs	2,000	7,072	7,030	2,250	4,095	32,850	7,718	2,632	2,737	2,847
Subtotal	11,058	11,986	13,276	19,679	24,583	1,092	3,107	10,598	18,388	26,490
Funding from levies	8,000	8,320	8,653	8,999	9,359	9,733	10,123	10,527	10,949	11,386
Funding recovered	0	0	0	0	0	0	0	0	0	0
Closing balance	19,058	20,306	21,928	28,678	33,942	10,826	13,230	21,125	29,337	37,877

### Age, life and replacement cost table

Item	Type	Name	Age (Years)	Life (Years remaining)	Replacement Cost
1	Building Element	Roofs	Unknown	20	>\$70,000
2	Building Element	Exterior Wall Claddings	41	Mixed	n/a
3	Building Element	Doors and Windows	41	20	>\$220,000
4	Infrastructure	Electrical Systems	41	20	Unknown
5	Infrastructure	Plumbing and Drainage Systems	41	Mixed	Unknown
6	Common Property	Driveway and Carparking Areas	41	30	>\$80,000
7	Common Property	Fences	14	15	>\$25,000
8	Common Property	Border Gardens	41	15	n/a
9	Common Property	Pedestrian Walkways	41	25	Unknown

*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.*

### Photo gallery



Above image number: 1 Name: Eastern carpark



Above image number: 2 Name: Roof line

## 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 except for the explicitly inflation-adjusted funding table if activated.

### 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](https://www.planheaven.co.nz/terms)

End of report for BC 46828, Windmill Centre

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