

St Pauls Apartments

Residents Guidelines

Administrative (2009) Ltd
L6, 82 – 88 Dixon Street
Te Aro
Wellington

Ph: 04 470-7612

www.stpaulsapartments.org.nz

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Introduction

Administrate (2009) Ltd [[Administrate](#)] has been appointed to manage the common areas of the above property on behalf of the Body Corporate. The common property includes the entrances, car park, entry lobby and hallways, lifts, landings, roof areas (not forming part of a proprietor's balcony or roof terrace area) and the exterior of the building structures. This manual has been prepared to assist you in your occupation of the premises.

The management of the individual apartments is the responsibility of the owner or their appointed agent.

The manual is designed to give a brief outline of the operation of the Body Corporate and provide details in respect of the property relating to the Body Corporate levies, insurance, maintenance contractors, the requirements for compliance with various regulations, and details in respect of the complex.

Contact and address for Service details for Administrate (2009) Ltd are as follows:

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www.stpaulsapartments.org.nz

Body Corporate

Each individual apartment is owned on a Unit Title basis. The administration of properties owned on a Unit Title basis is governed by the [Unit Titles Act 2010](#) and [Unit Title Regulations 2011](#). Under the provisions of the Unit Titles Act, a set of Body Corporate Rules is established which outlines proprietors' duties and responsibilities. All owners have been issued with a copy of the Body Corporate Rules. It is important that you read and understand these Rules. The Rules are designed to protect the interests of all owners. In the next section we have summarised some of the rules that you should be aware of.

The powers and duties of the Body Corporate are performed by a committee. The members of the Committee are elected at each Annual General Meeting and hold office until the next Annual General Meeting. *Administrators* reports to the Body Corporate Committee in respect of management matters relating to the complex.

The Body Corporate Committee meets regularly. At the meetings of the Body Corporate Committee matters are determined by a simple majority of votes. It is suggested that the structure of the Committee provides representation for the four buildings within the complex.

Body Corporate Rules

Outlined below are some issues covered by the Body Corporate Rules that affect the use and enjoyment of St. Pauls Apartments

- Proprietors must repair and maintain their own units.
- Proprietors must not carry out any work to their unit that alters the external appearance or decoration of the unit, common property or any other unit.
- Proprietors must not carry out any structural alterations to the interior of the unit without the approval of the Body Corporate Committee.
- Residential units shall be used only for residential purposes . A common television aerial is established and no other aerials shall be erected.
- Washing is not to be hung from balconies or windows .
- All rubbish is to be securely fastened and properly secured and placed in the designated rubbish area.
- No animals, insects, birds or reptiles shall be kept in any unit without the consent of the Body Corporate Committee.
- Proprietors or persons under their control should not permit objectionable noise or interfere with the peaceful enjoyment of other proprietors or occupiers.
- Guests leaving after 11.00pm should leave quietly - Proprietors shall not have garage sales.
- Blinds and curtains shall not be hung unless they are of a colour approved by the Body Corporate Committee.
- Carparks shall not be used for any purpose other than parking vehicles - The Proprietor or occupier of the unit shall inform the Body Corporate of any change of address or telephone number.
- Under their Residential Tenancy Agreement, Tenants of rental apartment are also required to abide by the Body Corporate Rules.

This is only a brief summary of some of the issues affecting the occupation of St. Pauls Apartments. It is important that you become familiar with the rules.

Insurance

The property is insured under a comprehensive replacement policy. Please note that the insurance covers the building, public liability, and statutory liability.

Any chattels or belongings owned by individual proprietors need to be insured separately by the proprietor.

Maintenance Contracts

Maintenance contracts are in place in respect of the following services:

- Lifts
- Fire Protection
- Emergency Lighting
- Entry Doors/Security System
- Ventilation System
- Garage Doors
- Cleaning
- Rubbish Collection
- Landscaping

Any maintenance problems relating to the exterior or common property should be reported to [*Administrate*](#) who will arrange for these matters to be attended to.

Building Act

Due to the services that are within the building there is a need for the building to have a Compliance Schedule and an Annual Building Warrant of Fitness must be issued in respect of the building.

The Compliance Schedule outlines the maintenance and inspection procedures for the various facilities in the building. A Building Warrant of Fitness is issued once a year and this confirms that the building is being maintained in accordance with the procedures outlined in the Compliance Schedule. Copies of the Compliance Schedule and Building Warrant of Fitness are available from [Administrate](#).

The maintenance contracts for the building have been negotiated in such a way as to cover the majority of the maintenance and inspection requirements under the Building Act.

Evacuation Plan

A voluntary Evacuation Plan has been put in place for the complex.

Attached is a copy of an Evacuation Procedure Notice “**EMERGENCY PROCEDURES**”. All occupants should have a laminated copy of this notice and be familiar with this procedure.

The Plan is held in the foyer of the Mulgrave Block, with the Evacuation register.

EMERGENCY PROCEDURES

St. Pauls Apartments, 43 Mulgrave Street,
Wellington.

FIRE

If a fire is discovered...

- **IMMEDIATELY** operate the nearest manual fire alarm call point.
- **TELEPHONE** Emergency **111** and ask for "Fire".
- Give the building's exact address (43 Mulgrave Street, Thorndon, Wellington) and the location of the fire.
- Only attempt to control the fire if there is no personal risk involved.

EVACUATION

- When the alarm sounds, leave the building immediately. **WALK** – do not run.
- Lights should be left on and doors closed but **NOT** locked.
- Use the stairway & keep to the left. Do **NOT** use the lift.
- The first person to arrive in the apartment ground floor lobby should be responsible for the **Evacuation Register**, become the **Fire Warden** and wear the **Warden Arm Band** located in the ground floor entry foyer of the Mulgrave Street building. The next person to arrive in the ground floor lobby should be assigned to check that the basement is all clear. The Fire Warden should then proceed to the assembly area on the corner of Mulgrave Street and Pipitea Street
- **REPORT** to the person responsible for the **Evacuation Register** so that the register will note that your apartment is clear.
- Where there is a disabled person the person assigned to that disabled person should assist them to evacuate the building.
- Assemble on the footpath on the corner of Mulgrave Street and Pipitea Street
- Do **NOT** return until the all clear is given by the Fire Chief.
- Do **NOT** attempt to remove vehicles from the car parks.
- The senior person in each apartment is responsible for seeing that everyone is out of the apartment and seeing that the Evacuation Register is noted.

Earthquake

- In an earthquake, remain in the building - it is safer
- Move from the windows shelter under heavy - furniture or doorways.
- Watch out for moving or falling furniture.
- If evacuating the building follow the fire evacuation procedure

- There are Manual Fire Alarm Call Call Points and smoke detectors in the lobby of each floor
- There is emergency lighting in the lobbies and stairwells
- The Apartments and common area have automatic sprinklers

Cleaning /Rubbish /Car Washing

Cleaning – Common Areas

The cleaning contract is currently awarded to Okay Cleaners, who attend the site daily. [Administrate](#) will monitor the standard of cleaning on a regular basis and should any proprietors have any concerns in this respect they should contact [Administrate](#).

Cleaning – Windows

A contract is in place for quarterly exterior window cleaning and an annual building wash.

Rubbish

A contract is in place for the removal of rubbish via wheelie bins located in the rubbish room.

The bins are emptied seven days a week. It is important that all rubbish that is placed in the wheelie bins is wrapped securely or bagged to reduce smell.

The cleaning contract provides for the rubbish room to be cleaned out and disinfected on a regular basis.

Car Washing

Car washing facilities are located in the flat area just to the left of the entrance ramp to the basement area. A hose reel is located in the small store by the car wash area. The store is accessed by utilising apartment keys.

Security System /Access Control

The security system at St Pauls is an integral part of the development. The system seeks to safeguard proprietors' investment and enhance the occupants' lifestyle. The security system operates on the front and rear entry, to Mulgrave Building and Molesworth Block. The operation of the security system is via DKS keys that are programmed by computer.

If keys are lost or damaged, proprietors should report this immediately to [Administrate \(2009\) Ltd](#) so that they can be deactivated and replaced. Replacement keys are issued at a cost to the owner. It is important that the distribution of DKS keys is tightly controlled to ensure the premises remain secure.

The security system controls the basement garage grille, front entry gates and the gate to St Pauls Square. The basement roller grille is also operated by remote control. All car park owners are to be issued with one remote control free of charge, with additional remotes available at a cost to the owner. The distribution of remotes is tightly controlled to ensure the premises remain secure.

An audio system operates on the entry ways to the Mulgrave and Molesworth Buildings. This system incorporates an audio link to each apartment and a remote release that can be activated in the apartment to open the entry doors for visitors. There is an independent video link that is operated via the television in each apartment. Visitors can alert apartment occupants by pressing the four—digit code that is displayed next to the apartment number on the control panel at the entryway. This will ring the telephone in the apartment. The front door is remotely opened by pressing "9" on the telephone keypad.

A copy of instructions for the system is attached. In order for this facility to be activated occupants should advise [Administrate](#) of the apartment telephone number so that it can be programmed into the system.

In order to preserve security, access should not be granted to people other than visitors to individual apartments. The Body Corporate tradespeople, meter readers, newspaper agent and NZ Post all have DKS keys and should not disturb occupants to gain access to the buildings.

TekTone® Sound & Signal Mfg., Inc.

Tek-ENTRY III TELEPHONE ENTRANCE SYSTEM

OCCUPANT INSTRUCTIONS

For your safety and security, your building has been equipped with a Tek-ENTRY III Telephone Entry System. Here's how it works:

Your visitor will find your name and assigned code number on the directory board near the Tek-ENTRY III System.

When the visitor dials your code number, the Tek-ENTRY III System will automatically dial your phone number.

Answer the call and establish the identity of your visitor. The call will automatically cut off after a pre-programmed time period. You will hear a tone 10 seconds before the call is disconnected.

If you want to allow your visitor to enter, simply dial or press "9" on your telephone. This will unlock the entrance to your building or complex. You will hear a tone indicating the lock has been released. After hearing the tone, you may hang up.

To deny entry, hang up without dialling "9".

If you are on the phone when a visitor calls you from the Tek-ENTRY III System, they will get a busy signal unless you have "call waiting" service assigned to your telephone.

Fire Protection / Emergency Lighting

Manual Fire Alarm Call Points

Fire alarm call points are also located in the lift lobby and should be activated in the event of a fire being discovered. A "111" call should also be made.

Fire Sprinklers

Sprinklers are located in the individual apartments and common areas throughout the complex.

The number of sprinklers in each unit varies according to the volume and area to be covered.

The sprinklers are triggered by fire or extreme heat. If the fire is localised the sprinklers will trigger in the immediate area. The remaining sprinklers in the unit will not activate unless the fire spreads.

When the sprinklers are set off the flow of water from the sprinkler is quite substantial. In the event of a sprinkler being set off the fire indication panel located at the front door will light up. *This immediately registers with the Fire Service.*

Lift Usage in Emergency

The lifts should not be used in the event of a fire. When the fire alarm sounds the lifts will automatically return to the ground floor with the doors open.

Fire Hose Reels or Extinguishers

There are no hose reels or extinguishers located in the common areas of the building. It is the responsibility of each proprietor to install extinguishers in individual apartments.

Emergency Lighting

In the event of a power failure (during a fire or at any other time) there are adequately signed and battery charged exit signs. There is also emergency lighting located in the access ways to ensure the areas are lit in the event of a power failure.

IMPORTANT NOTICE
TO
ALL OCCUPIERS AND ALL OWNERS

Each apartment in the complex has heat detectors installed and these are all connected to a complete system, which covers all the units in the complex.

If there is a false alarm callout to the NZ Fire Brigade, the NZ Fire Service charges a fee of \$1,125,00, in addition to the normal call out costs for the Fire Alarm Service Provider.

The Body Corporate advises that should a tire alarm callout be traced to any individual apartment and it is determined that it has been caused by:

- interference with, or covering of, the alarm detector
- Smoking in the apartment
- An avoidable or malicious or unlawful; action

The \$1,125.00 Fire Service *and Fire Alarm Service Provider callout fee* will be directly chargeable to and is payable by the **Owner of the Apartment.**

Electrical Distribution & Water Control

Power

A distribution board for each floor is located in the stairwell landing. This cupboard houses the electricity meters for individual apartments that will be read regularly by their apartment's power retailer. Proprietors will be billed directly for electrical consumption within their apartment.

The electricity for the common property is separately metered and that cost is included in the Body Corporate levies budget.

The switchboard for the individual apartments is located just inside the entrance door to each apartment.

Water

The control valve for your apartment water supply is located in the hot water cupboard.

Building Deliveries

MAIL

Letterboxes are located in the lobby in Aitken Building with a letterbox being allocated to each apartment. We have provided access to NZ Post to this area for the purposes of mail delivery.

The postal address for is your “apartment number” followed by “/43 Mulgrave Street.” Buildings may be further identified by their names of Mulgrave, Aitken, Molesworth and Pipitea.

FURNITURE DELIVERIES

Furniture deliveries and removals to and from the Mulgrave and Molesworth buildings should be made via the basement to avoid the risk of damage to the main entry lobby. Lift covers are available to protect the lift walls for the transporting of furniture to the upper levels. These are stored under the stairs at basement level.

Furniture is only to be transported in the lift when the covers are in place. The lift should not be used for the movement of furniture at peak hours between 8.00 am and 9.00am and 4.30pm and 6.00pm.

Emergency Contact

Proprietors need to advise the Body Corporate Manager of the private address and telephone number of all the unit residents using the attached form. These details will be maintained on a database in *Administrate's* office.

ST PAULS APARTMENTS

OCCUPIER DETAILS

OCCUPIER DETAILS

APARTMENT NUMBER.....

| | |
|-------------------------------|--|
| Name(s) of occupant(s) | |
| Telephone - Day | |
| - Evening | |
| - Mobile | |
| Fax number | |
| Email address | |
| Vehicle Make and Model | |
| Vehicle Registration | |

OWNER AND LETTING AGENT DETAILS

| | | |
|-----------------|-------|---------------|
| | OWNER | LETTING AGENT |
| Name(s) | | |
| Postal Address | | |
| Telephone – Day | | |
| - Evening | | |
| - Mobile | | |
| Fax number | | |
| Email address | | |