

2 September 2024

Shane Joseph Cundy
4 Woodbank Road
Hanmer Springs 7334
Sent by email to: hanmerapartments@gmail.com

Kia ora Shane

Information request – CLM/2016/026078 - 4 Woodbank Road, Hanmer Springs 7334

Thank you for your information request received on 8 August 2024. You asked for *“All documentation filed with your dept regarding an EQC claim in 2016. Owner wishes to sell property privately (no use of real estate agent) and wants to be fully transparent with potential buyers.”* in relation to 4 Woodbank Road. Your request has been considered under the Official Information Act (OIA) and Privacy Act (PA).

Please find the enclosed documentation in response to your request. We have provided documentation for the requested property and associated claim number CLM/2016/026078.

The following information has been withheld:

Withholding	Under section	Location
<ul style="list-style-type: none">Natural Hazards Commission Toka Tū Ake staff surnames, contact details and third parties to protect the privacy of those individuals	<ul style="list-style-type: none">9(2)(a) of the OIA and section 53(b) of the PA	<ul style="list-style-type: none">Throughout entire response

Natural Hazards Commission Toka Tū Ake endeavours to provide all relevant information in its response, however some documents may not be included as to do so would require substantial collation and research. If you believe anything is missing, please contact us so we can discuss your requirements.

Personal information has been made available to you. If you believe any of this information is incorrect, you can ask us to correct it. If you have questions about the claim or would like an explanation of the information provided, please contact us.

You have the option of approaching the Office of the Ombudsman and/or Privacy Commissioner should you wish.

Ngā mihi,



Rebecca Rolfe-Toko
OIA Advisor

CLAIM MANAGEMENT SYSTEM DOCUMENTS & FILE NOTES

The following information is a printout of all documents and file notes within the Claim Management System that stores information relating to properties. The information is presented in a chronological order. Depending on your eligibility level will determine what has been disclosed.

The following information may also contain duplication of documents. To fulfil our obligation under the OIA Act, these documents have been provided as you have requested for all available information Natural Hazards Commission Toka Tū Ake holds for the requested property and claim(s).

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:**EQC Claim File - Claim CLM/2016/026078****Sensitive Claims**

N/A

Damage Location 4 WOODBANK ROAD, HANMER SPRINGS 7334
 Address Validation Address matched exactly
 Loss Cause Earthquake
 Related Event Kaikoura (2016) earthquakes
 Loss Date 14/11/2016
 Notice Date 22/11/2016
 Closed Date 07/12/2017 Payments Complete

Contacts

Name	Roles	Phone	Email Address	Address	Relationship to Insured
HANMER APARTMENTS	Insured, Claimant			4 WOODBANK ROAD, HANMER SPRINGS 7334	
Shane Cundy	Main Contact	03-315-7135	hanmerapartments@gmail.com	4 WOODBANK ROAD, HANMER SPRINGS	Self

Hazards on Property

Exposures

Coverage	Managed by	Status	Cover Status	Cover Verification	Paid
Building	Insurer Managed	Closed	Verified	Reviewed/Accepted	\$113,850.00
Contents	Insurer Managed	Closed	Verified	Reviewed/Accepted	-

Counts of ...

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Notes	Documents	Issues						
		CHRP Remedials	Drainage Damage	Complaint	Ombudsman	Mediation	TSC	Other
16	2	0	0	0	0	0	0	0

Associated Claims**Insurance Policy Details**

	Building and Land Insurance	Contents Insurance
Insurance Cover Verified?	Reviewed/Accepted	Reviewed/Accepted
Cover verified by	Lissa [REDACTED]	Lissa [REDACTED]
Cover verified on	10/03/2017	10/03/2017
Insurance Company	FMG (Farmers Mutual)	FMG (Farmers Mutual)
Policy Status	Verified	Verified
Insurer claim number	30021011 FMG	30030241
Broker/Agent Name		
Policy Type	Replacement - sum insured	Nominated Replacement
Policy/Client Number	259332	259332
Cover Start Date	26/06/2016	26/06/2016
Cover End Date	26/06/2017	26/06/2017
Cover Top-Up	Yes	Yes
EQC Sum Insured	\$115,000.00	\$23,000.00
Number of Dwellings Insured	1	
Insured Name matches Claimant Name?	Yes	Yes
Covered Address matches Damage Address?	Yes	Yes

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Claim Checklist

Calculated Triage Rating	02 House and/or Contents only PAD or CMR - <\$30K
Imminent Loss?	
Building/Land Insurance Verified	Reviewed/Accepted
Contents Insurance Verified	Reviewed/Accepted
Property Type	Main home
Settlement Status	Settled by MOU Insurer

EQC CM Checklist

Address Matched?	Not Reviewed
Date of Lodgement within 3 months?	Not Reviewed
Documentation supports proposed settlement?	Not Reviewed
Date of Loss and Event Checked?	Not Reviewed

Field Checklist

Physical File Made Up?	No
Property has been inspected?	No
Emergency Works Approval from Claimant?	N/A
Engineer's Report Received?	N/A
IL Checklist Received?	N/A
Land within Act Limits?	N/A
Land Valuation Received?	N/A
Cost to Repair Land?	N/A
Cost to Remove IL Received?	N/A
SOW, Quote, Invoice Received?	No
Settlement Approval Received?	No
Copy of CSA sent to Claimant?	No
Statement of Claim?	No

EQC Funded Repair Checklist

Payment Assurance Letter for Claimant?	N/A
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Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Payment Assurance Letter for Contractor? N/A

Payment Assurance Letter for Engineer? N/A

EQC Managed Repair Checklist

Claimant Agreement for EQC Managed Repairs? N/A

NZS Repair Contract for EQC Managed Repairs? N/A

IPENZ Agreement with Engineer for EQC Managed Repairs? N/A

Latest Notes

By: FnoI Loader - DO NOT DELETE 23 Nov 2016 01:33 AM
Topic: First notice of loss **Confidential:** No
Related To: CLM/2016/026078
Subject: Other FNOL Information
 we are away 25th to 27th November otherwise here

By: System Generated 23 May 2018 03:02 PM
Topic: General **Confidential:** No
Related To: CLM/2016/026078
Channel: Note Topic fileter category
Subject: Building Exposure financials added by Script.
 Building Exposure financials added by script.

By: System Generated 13 Mar 2018 01:32 PM
Topic: General **Confidential:** No
Related To: CLM/2016/026078
Channel: Note Topic fileter category
Subject: Contents Policy details updated by Script.
 Contents Policy details updated by script.

Loss Details

General

EQC CM Team	EQC CM - Kaikoura (Nov 2016)
Claim Manager	Kaikoura Nov 2016 CM2
Processing Office	
Loss Adjuster	
Settlement Method	Pay Amount of Damage
Settlement Status	Settled by MOU Insurer
Opt Out	No
Referred to EQR	No
Claim Validation Level	Ability to pay

Payment Prevention

Prevent Payment?	Yes
Building Payment	Yes
Land Payment	
Contents Payment	Yes
Claim Level Payment	

Sensitive Claims

Hazards on Property

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Loss Details

Claim Number	CLM/2016/026078
Loss Cause	Earthquake
Related Event	Kaikoura 62km SW, 15km, 7.8 (14/11/2016)
Date of Loss	14/11/2016
Loss Time	12:00 AM
Date of Notice	22/11/2016
Duplicate Claim?	Not a duplicate
Satisfaction Survey	Sent
Imminent Loss?	
Habitable?	Yes
Weatherproof?	Yes
How severe is the damage?	Minor
Calculated Triage Rating	02 House and/or Contents only PAD or CMR - <\$30K

Damage Location

House Number	4
Street Name	WOODBANK ROAD
Suburb	
Town/City	HANMER SPRINGS
Postcode	7334
CAU	585502 (HANMER SPRINGS)
TLA	HURUNUI DISTRICT
Country	New Zealand
Validation status	Address matched exactly

Claimant(s) and Primary Contact

Claimant	HANMER APARTMENTS
Primary Contact	Shane Cundy
Relationship to Insured	Self

Repairer Details

Repairer Name	
Repair Actual Start Date	

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Repair Actual End Date

Flag Details

Flagged Never flagged
Date Flagged
Reason for Flag

Damage To...

Foundation Yes
Interior Walls/Doors Yes
Contents Yes

Associations

Exposures

#	Coverage	Cover Status	Status	O/S Estimate	Future Payments	Paid
1	Building	Verified	Closed	-	-	\$113,850.00
2	Contents	Verified	Closed	-	-	-

(1) Building

Details

Exposure

Damage Type Building
Managed by Insurer Managed

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Insurer claim number	30021011 FMG
Group	EQC CM - Kaikoura (Nov 2016)
Assigned User	Kaikoura Nov 2016 CM2
Status	Closed
Outcome	Paid
Cover	Verified
Open Date	23/11/2016
Validation Level	Ability to pay
Prevent Payment?	Yes

Settlement

Settlement Method	
Settlement Basis	
Gross	-
Excess	-
Net	-

Financials

O/S Estimate	-
Future Payments	-
Paid To Date	\$113,850.00
Total Recoveries	-
Net Total Incurred	\$113,850.00

Insurer Managed Reserves

EQ Cover Reserve	-
Initial Reserve	-
Assessed Reserve	-
Adjusted Reserve	-
Final Reserve	-

Insurer Managed Customer Payments

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Paid to Client (incl. GST)	-
Paid to Client (excl. GST)	-
Repair Amount Paid to Claimant (incl. GST)	-
Repair Amount Paid to Claimant (excl. GST)	-
Excess charged (incl. GST)	-
Excess charged (excl. GST)	-

Insurer Financials

Invoiced to EQC	-
Payments Received from EQC	\$99,000.00
Loss Adjustment Assessment Costs (incl. GST)	-
Loss Adjustment Assessment Costs (excl. GST)	-

updated	29/09/2017
updated	29/09/2017
updated	29/09/2017
updated	29/09/2017
updated	29/09/2017

updated	29/09/2017
updated	29/09/2017
updated	29/09/2017
updated	29/09/2017
updated	29/09/2017
updated	29/09/2017

updated	29/09/2017
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Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

updated	23/05/2018
updated	29/09/2017
updated	29/09/2017

(2) Contents

Details

Exposure

Damage Type	Contents
Managed by	Insurer Managed
Insurer claim number	30030241
Group	EQC CM - Kaikoura (Nov 2016)
Assigned User	Kaikoura Nov 2016 CM2
Status	Closed
Outcome	Paid
Cover	Verified
Open Date	23/11/2016
Validation Level	Ability to pay
Prevent Payment?	Yes

Settlement

Settlement Method	
Settlement Basis	
Gross	-
Excess	-
Net	-

Financials

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

O/S Estimate	-
Future Payments	-
Paid To Date	-
Total Recoveries	-
Net Total Incurred	-

Insurer Managed Reserves

EQ Cover Reserve	-
Initial Reserve	-
Assessed Reserve	-
Adjusted Reserve	-
Final Reserve	-

**Insurer Managed Customer
Payments**

Paid to Client (incl. GST)	-
Paid to Client (excl. GST)	-
Repair Amount Paid to Claimant (incl. GST)	-
Repair Amount Paid to Claimant (excl. GST)	-
Excess charged (incl. GST)	-
Excess charged (excl. GST)	-

Insurer Financials

Invoiced to EQC	-
Payments Received from EQC	-
Loss Adjustment Assessment Costs (incl. GST)	-
Loss Adjustment Assessment Costs (excl. GST)	-

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

updated 29/09/2017
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updated 29/09/2017
 updated 29/09/2017
 updated 29/09/2017
 updated 29/09/2017

Contacts							
Name	Roles	Phone	Address	Suburb	City	TLA	Postcode
Mrs. Amy Cundy	Alternate Contact	03-315-7135	4 WOODBANK ROAD		HANMER SPRINGS		
Mr. Shane Cundy	Main Contact	03-315-7135	4 WOODBANK ROAD		HANMER SPRINGS		
FMG Insurance	Cheque Payee,		P O Box 521		Wellington		6140

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Name	Roles	Phone	Address	Suburb	City	TLA	Postcode
	Supplier						
HANMER APARTMENTS	Insured, Claimant		4 WOODBANK ROAD		HANMER SPRINGS		7334

Contacts

This contact is not linked to the Address Book

Roles

Role	Owner	Active?	Comments
Alternate Contact	CLM/2016/026078	Yes	

Person

First name Amy
Middle name
Last name Cundy
Prefix Mrs.

Phone

Work 03-315-7135
Home 03-315-7135
Mobile 027 -227-0236
International +64 -3 -3157135
Fax
Primary phone

E-mail

Main hanmerapartments@gmail.com

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Alternate

Primary Address

Address Line 1 4 WOODBANK ROAD
Address Line 2
Suburb
City HANMER SPRINGS
TLA
Postcode
Country New Zealand
Type
Additional Address Details
Valid Until
Preferred Contact Method Email

Notes

Primary	Type
true	

Contacts

**This contact is not linked to the
Address Book**

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Roles

Role	Owner	Active?	Comments
Main Contact	CLM/2016/026078	Yes	

Person

First name Shane
 Middle name
 Last name Cundy
 Prefix Mr.

Phone

Work 03-315-7135
 Home 03-315-7135
 Mobile 027 -227-0236
 International +64 -3 -3157135
 Fax
 Primary phone

E-mail

Main hanmerapartments@gmail.com
 Alternate

Primary Address

Address Line 1 4 WOODBANK ROAD
 Address Line 2
 Suburb
 City HANMER SPRINGS
 TLA
 Postcode
 Country New Zealand
 Type

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Additional Address Details
Valid Until
Preferred Contact Method

Email

Notes

Primary	Type
true	

Name	Relationship
HANMER APARTMENTS	Primary Contact For

Contacts

This contact is linked to the Address Book but is out of sync

Roles

Role	Owner	Active?	Comments
Cheque Payee	CLM/2016/026078	Yes	
Supplier	CLM/2016/026078	Yes	

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Supplier

Name FMG Insurance
Unique ID 401230

Primary Address

Address Line 1 P O Box 521
Address Line 2
Suburb
City Wellington
TLA
Postcode 6140
Country New Zealand
Type
Additional Address Details
Valid Until

Additional Info

Preferred Vendor? No
Claim Involvement Start
Claim Involvement End

Contact Info

Primary Contact

Company Contact Info

Work
Fax
Main Email
Alternate Email

Notes

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Primary	Type
true	

Contacts

This contact is not linked to the Address Book

Roles

Role	Owner	Active?	Comments
Claimant	(2) Contents	Yes	
Insured	EQC_Generic	Yes	
Claimant	(1) Building	Yes	

Company

Name HANMER APARTMENTS
Unique ID

Primary Address

Address Line 1 4 WOODBANK ROAD
Address Line 2
Suburb

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

City HANMER SPRINGS
 TLA
 Postcode 7334
 Country New Zealand
 Type Other
 Additional Address Details
 Valid Until

Contact Info

Primary Contact Shane Cundy

Company Contact Info

Work
 Fax
 Main Email
 Alternate Email

Notes

Primary	Type
true	Other

Name	Relationship
Shane Cundy	Primary Contact

Financials (Total Incurred: \$113,850.00): Summary

Exposure					
	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
(1) Building - Building	-	-	\$113,850.00	-	\$113,850.00
Claim Cost	-	-	\$113,850.00	-	\$113,850.00
Unspecified Cost	-	-	\$113,850.00	-	\$113,850.00
	-	-	-	-	-
(2) Contents - Contents	-	-	-	-	-
Claim Cost	-	-	-	-	-
Unspecified Cost	-	-	-	-	-
	-	-	-	-	-
Claim Level	-	-	-	-	-
Fees	-	-	-	-	-
Fees	-	-	-	-	-
	-	-	-	-	-
Claim Total	-	-	\$113,850.00	-	\$113,850.00

Exposure Only					
	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
(1) Building - Building	-	-	\$113,850.00	-	\$113,850.00
Claim Cost Unspecified Cost	-	-	\$113,850.00	-	\$113,850.00
	-	-	-	-	-
(2) Contents - Contents	-	-	-	-	-
Claim Cost Unspecified Cost	-	-	-	-	-
	-	-	-	-	-

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
Claim Level	-	-	-	-	-
Fees Fees	-	-	-	-	-
	-	-	-	-	-
Claim Total	-	-	\$113,850.00	-	\$113,850.00

Claimant

	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
HANMER APARTMENTS -	-	-	\$113,850.00	-	\$113,850.00
(1) Building - Building	-	-	\$113,850.00	-	\$113,850.00
Claim Cost Unspecified Cost	-	-	\$113,850.00	-	\$113,850.00
(2) Contents - Contents	-	-	-	-	-
Claim Cost Unspecified Cost	-	-	-	-	-
Claim Level	-	-	-	-	-
Fees Fees	-	-	-	-	-
	-	-	-	-	-
Claim Total	-	-	\$113,850.00	-	\$113,850.00

Coverage

	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
Building	-	-	\$113,850.00	-	\$113,850.00
(1) Building - Building	-	-	\$113,850.00	-	\$113,850.00
Claim Cost Unspecified Cost	-	-	\$113,850.00	-	\$113,850.00
	-	-	-	-	-
Contents	-	-	-	-	-
(2) Contents - Contents	-	-	-	-	-

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
Claim Cost Unspecified Cost	-	-	-	-	-
Claim Total	-	-	\$113,850.00	-	\$113,850.00

Claim Cost Only					
	Remaining Reserves	Future Payments	Total Paid	Recoveries	Net Total Incurred
(1) Building - Building Claim Cost Unspecified Cost	-	-	\$113,850.00	-	\$113,850.00
(2) Contents - Contents Claim Cost Unspecified Cost	-	-	-	-	-
Claim Total	-	-	\$113,850.00	-	\$113,850.00

Financials (Total Incurred: \$113,850.00): Transactions								
Type	Date	Amount	Exposure	Coverage	Cost Type	Cost Category	Status	User
Reserve	23/11/2016	\$750.00	1 Building		Claim Cost	Unspecified Cost	Submitted	Fnoi Loader - DO NOT DELETE
Reserve	23/11/2016	\$500.00	Claim-level		Fees	Fees	Submitted	Fnoi Loader - DO NOT DELETE
Reserve	23/11/2016	\$500.00	2 Contents		Claim Cost	Unspecified Cost	Submitted	Fnoi Loader - DO NOT DELETE
Reserve	07/12/2017	(\$500.00)	2 Contents		Claim Cost	Unspecified Cost	Submitted	System Generated
Reserve	07/12/2017	(\$750.00)	1 Building		Claim Cost	Unspecified Cost	Submitted	System

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Type	Date	Amount	Exposure	Coverage	Cost Type	Cost Category	Status	User
Reserve	07/12/2017	(\$500.00)	Claim-level		Fees	Fees	Submitted	Generated System Generated
Payment	24/05/2018	\$113,850.00		1 Building	Claim Cost	Unspecified Cost	Submitted	Payment Importer-Bot DO NOT DELETE

Reserve Details

Details

Exposure (1) Property
 Coverage Building
 Cost Type Claim Cost
 Cost Category Unspecified Cost
 Comments Automatic reserves
 Open Reserves -
 Amount \$750.00

Tracking

Status Submitted
 Created By
 Created On 23/11/2016
 Two Approvals? No
 First Approver
 Second Approver

Approval History

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Reserves in Group

Exposure	Coverage	Cost Type	Cost Category	Amount
(1) Property	Building	Claim Cost	Unspecified Cost	\$750.00
Sum:				\$750.00

Documents linked to Group

Reserve Details

Details

Exposure
 Coverage
 Cost Type Fees
 Cost Category Fees
 Comments Claim Level Reseves for Fees
 Open Reserves -
 Amount \$500.00

Tracking

Status Submitted
 Created By
 Created On 23/11/2016
 Two Approvals? No
 First Approver

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Second Approver

Approval History

Reserves in Group

Exposure	Coverage	Cost Type	Cost Category	Amount
		Fees	Fees	\$500.00
Sum:				\$500.00

Documents linked to Group

Reserve Details

Details

Exposure	(2) Property
Coverage	Contents
Cost Type	Claim Cost
Cost Category	Unspecified Cost
Comments	Automatic reserves
Open Reserves	-
Amount	\$500.00

Tracking

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Status Submitted
 Created By
 Created On 23/11/2016
 Two Approvals? No
 First Approver
 Second Approver

Approval History

Reserves in Group

Exposure	Coverage	Cost Type	Cost Category	Amount
(2) Property	Contents	Claim Cost	Unspecified Cost	\$500.00
Sum:				\$500.00

Documents linked to Group

Reserve Details

Details

Exposure (2) Property
 Coverage Contents
 Cost Type Claim Cost

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Cost Category Unspecified Cost
 Comments Zero-out open reserves
 Open Reserves -
 Amount (\$500.00)

Tracking

Status Submitted
 Created By
 Created On 07/12/2017
 Two Approvals? No
 First Approver
 Second Approver

Approval History

Reserves in Group

Exposure	Coverage	Cost Type	Cost Category	Amount
(2) Property	Contents	Claim Cost	Unspecified Cost	(\$500.00)
Sum:				(\$500.00)

Documents linked to Group

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Reserve Details

Details

Exposure (1) Property
 Coverage Building
 Cost Type Claim Cost
 Cost Category Unspecified Cost
 Comments Zero-out open reserves
 Open Reserves -
 Amount (\$750.00)

Tracking

Status Submitted
 Created By
 Created On 07/12/2017
 Two Approvals? No
 First Approver
 Second Approver

Approval History

Reserves in Group

Exposure	Coverage	Cost Type	Cost Category	Amount
(1) Property	Building	Claim Cost	Unspecified Cost	(\$750.00)
Sum:				(\$750.00)

Documents linked to Group

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Reserve Details

Details

Exposure	
Coverage	
Cost Type	Fees
Cost Category	Fees
Comments	Zero-out open reserves
Open Reserves	-
Amount	(\$500.00)

Tracking

Status	Submitted
Created By	
Created On	07/12/2017
Two Approvals?	No
First Approver	
Second Approver	

Approval History

Reserves in Group

Exposure	Coverage	Cost Type	Cost Category	Amount
		Fees	Fees	(\$500.00)

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Exposure	Coverage	Cost Type	Cost Category	Amount
Sum:				(\$500.00)

Documents linked to Group

Payment Details

Details

Exposure (1) Property
 Coverage Building
 Cost Type Claim Cost
 Cost Category Unspecified Cost
 Payment Type Partial
 Non-eroding? Yes
 Comments
 Open Reserves -
 Amount \$113,850.00
 Line Items

Category	Comments	Amount
Unspecified		\$113,850.00

Cheque Details

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Status Issued
 Pay To FMG Insurance
 Net Amount \$113,850.00
 Scheduled Send Date
 Issue Date 08/05/2018
 Cheque Number
 Bank Account
 Date of Service
 Payment Method Manual check
 Invoice Number FMG043

Tracking

Status Submitted
 Created By
 Created On 24/05/2018
 Two Approvals? No
 First Approver
 Second Approver

Approval History

Financials (Total Incurred: \$113,850.00): Cheques						
Cheque Number	Pay To	Gross Amount	Issue Date	Scheduled Send Date	Status	Bulk Invoice
	FMG Insurance	\$113,850.00	08/05/2018		Issued	<none>

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Cheque Details

Cheque

Pay To The Order Of	FMG Insurance
Mailing Address	
Net Amount	\$113,850.00
Memo	

Payment Details

Gross Amount	\$113,850.00
Tax Reporting	
Reportable Amount	\$113,850.00
Deductions	

Details

Cheque Number	
Bank Account	
Invoice Number	FMG043
Bulk Invoice	<none>
Claimant	
Date of Service	
Comments	
Payees	

Payee	Type
FMG Insurance	Supplier

Instructions

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Recipient
 Payment Method Manual check
 Cheque Batching Bulk cheque
 Cheque Instructions

Tracking

Status Issued
 Substatus
 Status Date 24/05/2018
 Issue Date 08/05/2018
 When To Pay
 Created By Payment Importer-Bot DO NOT DELETE
 Created On 24/05/2018
 Two Approvals? No
 First Approver
 Second Approver
 FMIS System
 Stop Reason

Recurrence

Description N/A
 Total Recurrence Amount N/A

Approval History

Payments

Scheduled Send Date	Amount	Exposure	Coverage	Cost Type	Cost Category	Status	Pmt Type
	\$113,850.00	1 Building		Claim Cost	Unspecified Cost	Submitted	Partial

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:**Documents Linked to Cheques**

Documents								
Name	Category	Type	Status	Author	Size	Created	Date Modified	Deleted
Kaikoura Insurer Assessment - copy of email	Correspondence - Out	Claimant	Final	Auto-generated	3K	15/12/2016 11:48 PM		No
LA to Visit and Schedule of Contents - copy of email	Correspondence - Out	Claimant	Final	Auto-generated	9K	23/11/2016 01:33 AM		No

Snapshot: Loss Details**General**

Claim Manager

EQC CM Team

Claim Validation Level

Load and save

Hazards on Property**Loss Details**

Claim Number

CLM/2016/026078

Loss Cause

Earthquake

Related Event

Allow Auto Event Linking?

true

Date of Loss

14/11/2016

Loss Time

12:00 AM

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Date of Notice 22/11/2016
How Reported Internet
Habitable? true
Weatherproof? true
How severe is the damage? Minor

Damage Location

House Number 4
Apartment/Unit Number
Street Name WOODBANK ROAD
Suburb
Town/City HANMER SPRINGS
Postcode
TLA
Country New Zealand
Additional Address Details

Claimant(s) and Primary Contact

Claimant
Secondary Claimant Amy Cundy
Primary Contact Shane Cundy
Relationship to Insured Self

Flag Details

Flagged Never flagged
Date Flagged
Reason for Flag

Damage To...

Foundation Yes
Interior Walls/Doors Yes
Contents Yes

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:**Snapshot: Contacts**

Name	Roles	Contact Prohibited?	Phone	Address	City	TLA	Postcode
Amy Cundy	Secondary Claimant	No		4 WOODBANK ROAD	HANMER SPRINGS		
Shane Cundy	Insured, Main Contact	No		4 WOODBANK ROAD	HANMER SPRINGS		

Snapshot: Notes

Author	Authoring Date	Topic	Subject
Fnoi Loader - DO NOT DELETE		First notice of loss	Other FNOL Information

Snapshot: Documents**Snapshot: Insurance Info****Building/Land Insurance Information**

Insurance Company FMG (Farmers Mutual)
Branch
Broker/Agent
Policy/Client Number 259332
Property Type Main home
Name house insured in HANMER APARTMENTS
Notes

Contents Insurance Information

Claim: CLM/2016/026078

| LC: EQK | Clmt: HANMER APARTMENTS | DoL: 14/11/2016 | St: Closed | EQC CM: Kaikoura Nov 2016
CM2 | Grp: | LA:

Insurance Company	FMG (Farmers Mutual)
Branch	
Broker/Agent	
Policy/Client Number	259332
Name contents insured in	HANMER APARTMENTS
Notes	



Scope Report

HANMER APARTMENTS

4 WOODBANK ROAD, HANMER

PROJECT 12185

ISSUE 1 – 15 AUGUST 2017


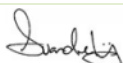
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DISTRIBUTION

- Shane Cundy, Insured
- Mark Ashby, FMG

QUALITY ASSURANCE

PREPARED BY	GREG JARVIS	PROJECT MANAGER		14 AUGUST 2017
REVIEWED BY	SUSANNAH FINDLAY	PROJECT MANAGER		15 AUGUST 2017
APPROVED BY	SAM VAN DER LEIJ	PROJECT MANAGER		AUGUST 2017

1. Introduction

4 Woodbank Road, Hanmer has suffered damage from the Kaikoura Earthquake sequence late in 2016. This Scope Report has been completed for insurance assessment and estimating only.

Our brief is to identify and quantify the physical loss or damage caused to the property and dwelling by the earthquake(s), focusing on material damage to the architectural (non-structural) elements. In order to undertake our assessment we have relied upon the investigation and recommendation solutions put forward by GHD Group which have been based on the onsite level survey information gathered to date.

Damage may have increased or become more evident over time and therefore this report is relevant to the date inspected, 13 July 2017. This report is to be read in conjunction with the included drawings and reports.

The reference to the MBIE Guidance (or guidelines) in this report, or the reports prepared by structural and geotechnical engineers and any other relevant parties, relates to the Ministry of Business, Innovation and Employment's technical guidance on repairing and rebuilding houses affected by the Canterbury earthquakes.

2. Background

2.1. Description of Property

The property is located in the district of Hurunui, 1.4km southwest of Hanmer Springs town centre. The dwelling is currently utilised as a Manager's Residence for the attached Hanmer Apartments accommodation.

The circa 2009, 288m², single storey structure is constructed on a concrete slab on grade foundation (MBIE Type C) with timber framing, Decramastic tile roof and James Hardie Linea weatherboards, river stone veneer and Rockcote plaster exterior cladding. The soffits are a combination of fibre cement sheeting and Shadowclad plywood. Joinery is double glazed aluminium joinery.

Internal linings are painted plasterboard, Floor coverings consist of carpet in the main living and bedroom areas, vinyl in the bathrooms, and timber strip bamboo flooring in the kitchen. Heating is generated by a log burner in the lounge, heat pumps in Bedroom 4 and the family room, and an Ultecon transfer system which transfers warmth from the wood burner to the remainder of the dwelling. The dwelling opens out through large bi-fold doors on the northern elevation to a large covered stamped concrete patio and spa area which has extensive views of the surrounding tree clad mountains.

An asphalt driveway arrives at the south-facing front entrance/reception for the apartments and internally accessed double garage. The attached garage has a ceiling hatch with fold down steps which accesses a large unlined storage area in the attic space.

2.2. Background Checks

Land Classification

The property is located in the Hurunui district and therefore has been given a MBIE land classification of 'not applicable – rural and unmapped'. Normal consenting procedures apply.

Flood Management

According to the 'Flood Hazard Mapping for Hurunui Plan Review' (June 2014) by Environment Canterbury, the property is located in the Hanmer River Potentially Floodable Area. Hurunui District Council has a set of rules which apply to certain activities within these areas and should be consulted during the design phase of any works.

Heritage Buildings and Protected Trees

The property is not listed on the Hurunui District Council list of Heritage Buildings and Structures (Schedule 14.1) or Notable Trees (Schedule 14.3) of the Proposed District Plan 2015 (Revised December 2016). The property is not listed on the Heritage New Zealand heritage buildings list (Heritage NZ, The List).

2.3. Hazards

The Listed Land User Register kept by Environment Canterbury is a publicly available database that identifies sites where hazardous activities and industries have been located throughout Canterbury. No information was held on the database in relation to this site at the time of the drafting of this report.

2.4. Work Completed to Date

- 1) A triage inspection was completed by Inovo Projects (Inovo) on 9 July 2017.
- 2) A site inspection was completed by Inovo Projects (Inovo) on 13 July 2017, including an architectural damage scope.
- 3) A floor level survey and structural investigation was completed by GHD Group (GHD) on 13 July 2017.

3. Summary of Reports

3.1. Architectural Scoping and Damage Plans

The word ‘architectural’ is used to differentiate the design aspects of a building (e.g. exterior cladding, wall and ceiling linings) from the ‘structural’ elements (e.g. foundations, timber framing) which are dealt with by the structural engineer.

The exterior and interior of the dwelling was inspected for earthquake damage to the architectural elements. A summary follows; all observed damage has been noted on the Inovo Damage Plans. Please refer to **Appendix A**.

External Damage to Dwelling

- Minor movement and cracking is evident in the painted surface of the weatherboards and facings, mainly at junction points.
- An ornamental timber truss on the northern elevation outside the lounge has separated at the junction point between the rafter and the bottom chord.

Internal Damage to Dwelling

- Door frames have opened at the junction points, and doors are binding in some locations. This movement includes kitchen and bathroom cabinetry and wardrobe doors.
- Wall and ceiling linings have minor separation of joints throughout, particularly above door/window apertures, and in the wall and ceiling junctions. Popped fixings are evident throughout.
- Painted surfaces of the timber trims have cracked and moved, especially at junction points and mitres.
- The concrete slab exhibits cracking in several locations.
- The bamboo timber strip floor has separated and opened at junction points.
- Two kitchen splashbacks have slumped creating gaps adjacent to the joinery cabinets.
- Minor cracking has occurred between the stone veneer and the wall plasterboard in the reception/office area.

External Works

- The stamped concrete patio to the north has cracked in numerous locations and separated from the main dwelling’s concrete slab.
- Asphalt adjacent to the garage door has slumped and separated from the stone veneer cladding.
- The sealed joint between the Rockcote plaster/Linea weatherboard cladding and soffits has cracked in various locations.
- A gully trap located on the north elevation patio has cracked.

3.2. Level Survey

GHD undertook the floor level survey using a Zip Level Pro-2000. Please refer to the Structural Assessment Report, dated 7 August 2017, in **Appendix B** for the full findings.

3.3. Structural Inspection and Assessment

The Structural Assessment Report by GHD is included in **Appendix B**, dated 7 August 2017. Please refer to Appendix B for the full findings and recommendations.

3.4. Deferred Maintenance

No elements of deferred maintenance were identified at the time of inspection.

4. Recommendations

GHD has made the following recommendations:

- Based on the differential settlement and floor slopes measured within the manager's residence a foundation relevel is not required.
- Based on the results of the wall verticality inspection, there are no repairs required.
- It is recommended that the repairs to the plaster and plasterboard wall linings should be carried out by a competent tradesperson, and in accordance with MBIE guidelines and relevant GIB publications.
- Minor cracking between, and dislocation of, the concrete blockwork within the firewall separating the manager's residence and the apartment units was observed; however, this isolated damage is minor and considered not to be earthquake related.
- It is recommended that cracking within the garage concrete slab-on-grade is repaired in accordance with the MBIE guidelines. Minor cracking observed elsewhere within the garage, and those visible in the photographs provided by the homeowner are considered to be the result of shrinkage and not earthquake related damage requiring repair.

Inovo has made the following additional recommendations:

- A CCTV inspection of the drainage should be carried out, and a report provided.
- A roof exterior and interior inspection should be carried out, and a report provided
- Spouting and downpipes should be water tested for leaking.
- Windows and doors should be adjusted and repaired as required
- The wood burner should be checked and re certified.
- All currently painted areas, where remedial work is completed should be repainted.
- Kitchen, laundry, and bathroom cabinets should be adjusted or repaired as required.
- All electrical fittings should be tested and re certified.
- The hot water cylinder should be checked and tested.
- Painted timber trims should be repaired as required.
- The bamboo timber strip flooring should be replaced.
- The kitchen splashbacks should be removed and replaced.
- Concrete patios should be replaced as required.
- Asphalt adjacent to the garage door should be repaired where it has slumped.
- The gully trap on the northern elevation should be repaired.
- The ornamental timber truss on the northern elevation should be repaired or replaced as required.

All earthquake damage identified on the Inovo Damage Plans will be repaired, along with any further damage caused by the remedial methods.

5. Limitations

This report is prepared for the sole use of FMG for the purpose described in the introduction. The report is not intended for and may not be used by other parties or for other purposes.

The report has been prepared from and based on a visual inspection of such parts of the property and dwelling to which there is reasonable access without the removal of cladding or lining materials, furniture, floor coverings, plant and soil. In general the visual inspection has been done from a standing position on the exterior finished floor level and from a standing position internally for all floors. We did not gain access to the attic space of any buildings, any roof surfaces or upper level external walls, parapets, soffits or fascia, or under the floor.

The inspection does not cover defects in inaccessible places, or defects of a latent or structural nature or which may arise as a result of abnormal weather or abnormal uses or abuses of the premises, or which are not reasonably discoverable upon a visual inspection. The inspection does not cover the checking of electrical installations, reticulation, or other building services, nor water tightness elements.

Our drawings are based on information received from the Local Authority or measured on site if records did not exist. If more accurate estimates of quantities are required, a full physical measure of all buildings/rooms should be completed.

Inovo's professional services have been performed in accordance with the standards of skill and care generally exercised by other professional consultants acting under similar circumstances and conditions at the time the services were performed.

Our findings, conclusions, and opinions are based on our review of the available documents, professional experience, site inspections, and sound investigation practices. No other warranty, expressed or implied, is made as to the findings presented in this report.

Nothing in this report should be interpreted as limiting our right to:

- a) respond differently on any matter should additional information arise; or
- b) propose different or alternative items of reinstatement work that might (for various reasons) be more appropriate in the circumstances.

HANMER APARTMENTS – MANAGERS RESIDENCE

4 WOODBANK ROAD, HANMER

PROJECT 12185

APPENDIX A | Architectural Damage and Remedial Plans



Property Details:
 Inspection Date : 13/07/2017
 Built In : 2000's
 Stories : Single
 Roof Construction : Timber russes.
 Wall Construction : Timber Framed, Block Masonry.
 Foundation Type (Mbie) : C1 - Timber Framed On Concrete Floor, Lightweight Cladding
 Engineer : GHD

Element	Material	Damage (Inspected From The Ground Level)	Remedial
Roofing	: Metal Tiles	No damage observed	No action required
Fascia	: Colorsteel	No damage observed	No action required
Barge	: Colorsteel	No damage observed	No action required
Gutter	: Colorsteel	No damage observed	No action required
Down Pipes	: Colorsteel	No damage observed	No action required
Soffit	: Hardboard, Painted	Some movement	Re-paint where required
Cladding	: Shadow clad, stained	No damage observed	No action required
	: Linea, Painted	Some minor movement between boards	No work required
Joinery	: Rockcote Integra	Minor cracking around openings	Patch cracks where needed
	: Stone Veneer	No damage observed	No action required
Foundation	: Aluminum Joinery, Double Glazed	Some movement	Adjust where needed
	: Copy From Foundation Type Project Notes Above		Repair/rebuild As Per Engineers' Recommendations

Excerpt from **Engineers structural assessment. Dated (August) 2017** Refer to report for full notes.

Recommendations and Conclusions

GHD Ltd has been engaged by Farmers Mutual Group (FMG) through Inovo Project Management to carry out a structural scoping assessment for the single-storey managers residence located at 4 Woodbank Road, Hanmer Springs. This report identifies structural damage to the building that likely resulted from the M7.8 Kaikoura Earthquake located 15 km northeast of Culverden on Monday 14th November 2016.

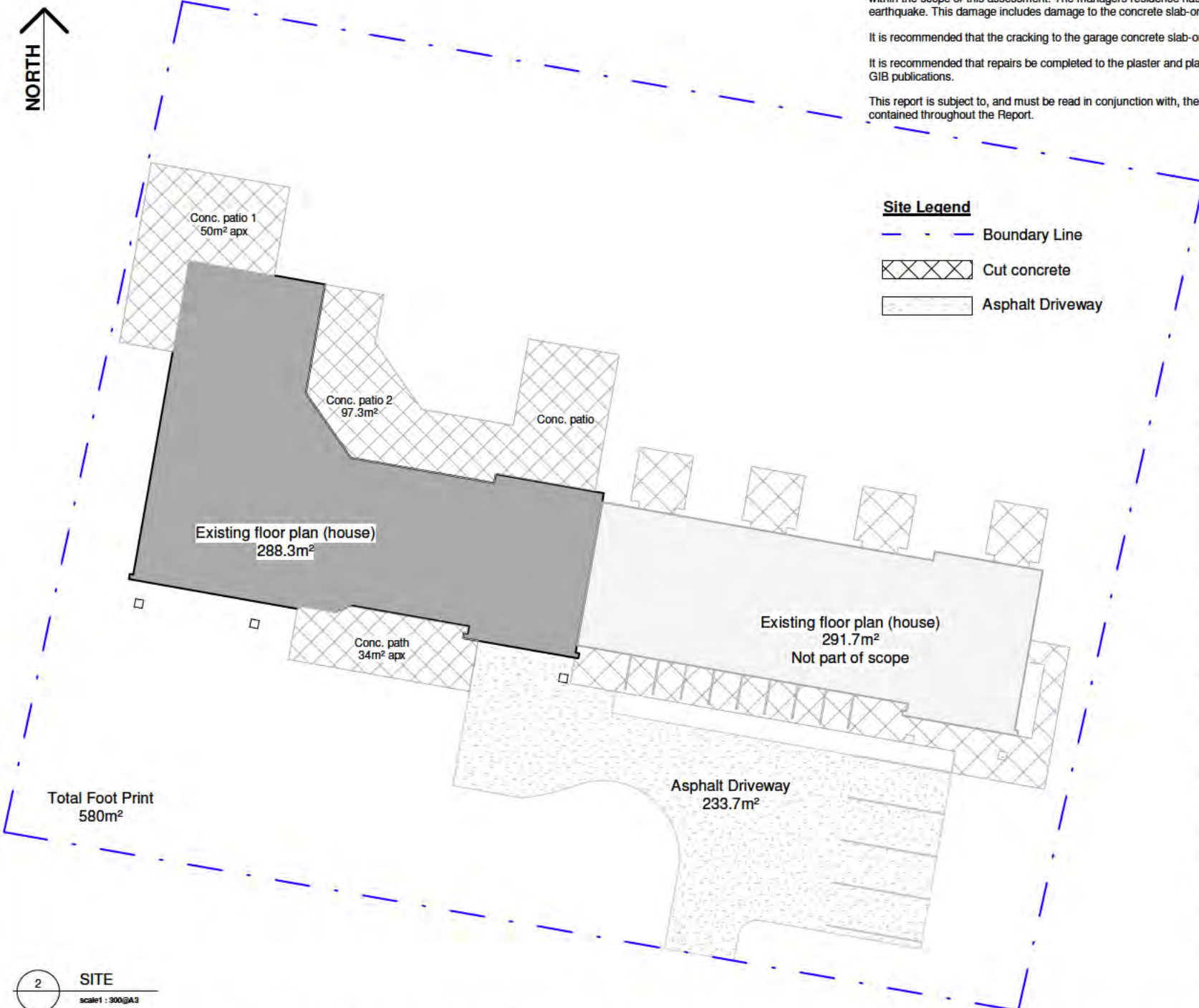
-storey apartment block is not within the scope of this assessment. The managers residence has sustained minor to moderate damage to structural elements during the earthquake. This damage includes damage to the concrete slab-on-grade in the garage and internal wall plasterboard linings.

It is recommended that the cracking to the garage concrete slab-on-grade is repaired in accordance with MBIE guidelines.

It is recommended that repairs be completed to the plaster and plasterboard wall linings in accordance with MBIE guidelines and relevant GIB publications.

This report is subject to, and must be read in conjunction with, the limitations set out in section 6 and the assumptions and qualifications contained throughout the Report.

1 LOCATION PLAN (NTS)



2 SITE
 scale: 1:300 @ A3

Drawing List - For EQ Scoping						
Sheet No.	Sheet Name	Revision	Issued By	Date	Issued to	Description
A0.1	Site Plan	C	NH	18/08/2017	Inovo Projects	For Scope Report
A1.1	Floor Plan - Overall	C	NH	18/08/2017	Inovo Projects	For Scope Report
A1.2	Floor Plan	B	NH	17/08/2017	Hierarchy	For QA
A2.1	Floor Level Plan	C	NH	17/08/2017	Hierarchy	For QA
A3.1	Damage Plan	B	NH	17/08/2017	Hierarchy	For QA
A3.3	Damage Schedule	C	NH	18/08/2017	Inovo Projects	For Scope Report
A4.1	Photos (General+External Damages)	B	NH	18/08/2017	Inovo Projects	For Scope Report
A4.2	Photos (Internal Damages)	B	NH	18/08/2017	Inovo Projects	For Scope Report
A4.3	Photos (Internal Damages)	B	NH	18/08/2017	Inovo Projects	For Scope Report

Inspection note:
 Architectural damage plans have been completed by Hierarchy Group Limited for insurance assessment and estimating only. The inspection was done on the date noted.

Damage may have increased or become more evident over time so this report is relevant to the date inspected. These plans are to be read in conjunction with the report and engineers report where applicable. The plans have been prepared from and based on a visual inspection of such parts of the land and premises to which there is reasonable access without the removal of cladding or lining materials, furniture, floor coverings, plant and soil. The inspection does not cover defects in inaccessible places, or defects of a latent or structural nature or which may arise as a result of abnormal weather or abnormal uses or abuses of the premises or which are not reasonably discoverable upon a visual inspection. The inspection does not cover the checking of electrical installations or reticulation, or other building services.

Any dimensions given are for estimating only. Window and door locations are typically located, not site measured. Plans obtained from site measure. Any dimensions given are for estimating only.

Weather tightness note:
 During the inspection we did not gain access to the attic spaces, roof surfaces, upper level external walls, windows, balconies, parapets, soffits or fascias. The survey inspection does not cover weather-tightness elements. We therefore recommend the roof surfaces, upper level external walls, windows, balconies, parapets, soffits or fascias and weatherproofing elements be checked for weather tightness and that the gutters and any enclosed spaces drain properly.

Asbestos note (testing only required where materials are being disturbed/ removed):
 Asbestos-based products were widely used in construction from the 1920s to the mid-1980s. Commonly used products that contained asbestos included: roof tiles, wall claddings, vinyl floor coverings, sprayed fire protection, decorative ceilings, roofing membranes, adhesives and paints.

The Ministry of Health advises that you use Ministry of Business, Innovation and Employment (MBIE) certified contractors to perform restricted work with asbestos. Safe removal methods are well known to experienced specialist firms. New Zealand guidelines for the management and removal of asbestos: www.Osh.Govt.Nz/publications/booklets/asbestosmanagement-removal/index.Asp.

Testing:
 K2 Environmental Ltd, Christchurch (03 384 8966)
 For cladding or flooring, a sample approximately the size of a \$2 coin is required. For decorative ceiling finishes, a minimum of one teaspoonful is required, and this should include any sparkly material. Samples should be obtained in accordance with occupational safety and health guidelines for the management and removal of asbestos.

Notes
 © These plans remain the property of Hierarchy Ltd and are protected by copyright. Do not scale off drawings, use figured dimensions only. Contractor shall verify and be responsible for all dimensions on site. Architectural drawings only. Refer to other contractors documents. All shop drawings to be submitted to Designer for review prior to manufacture. Hierarchy to be notified of any variation between site dimensions and those on plans. These drawings remain the property of Hierarchy Ltd and should not be copied in any form or passed on to a third party without prior written consent.



LEGEND

SCOPING

4 Woodbank Road, Hanmer Springs

Job number: [H510 ; 12185]

Client:



Approval By Client

Signat _____ Date _____

Draw Title

Site Plan

Date 18/08/2017

Drawn NH

Checked JL

Draw No. A0.1 C



HIERARCHY GROUP

Total Footprint area: 288.30 m²

(Total Area)

External Areas:

Concrete Patio 1 50.00 m²

Concrete Patio 2 97.30 m²

Concrete path 34.00 m²

Notes
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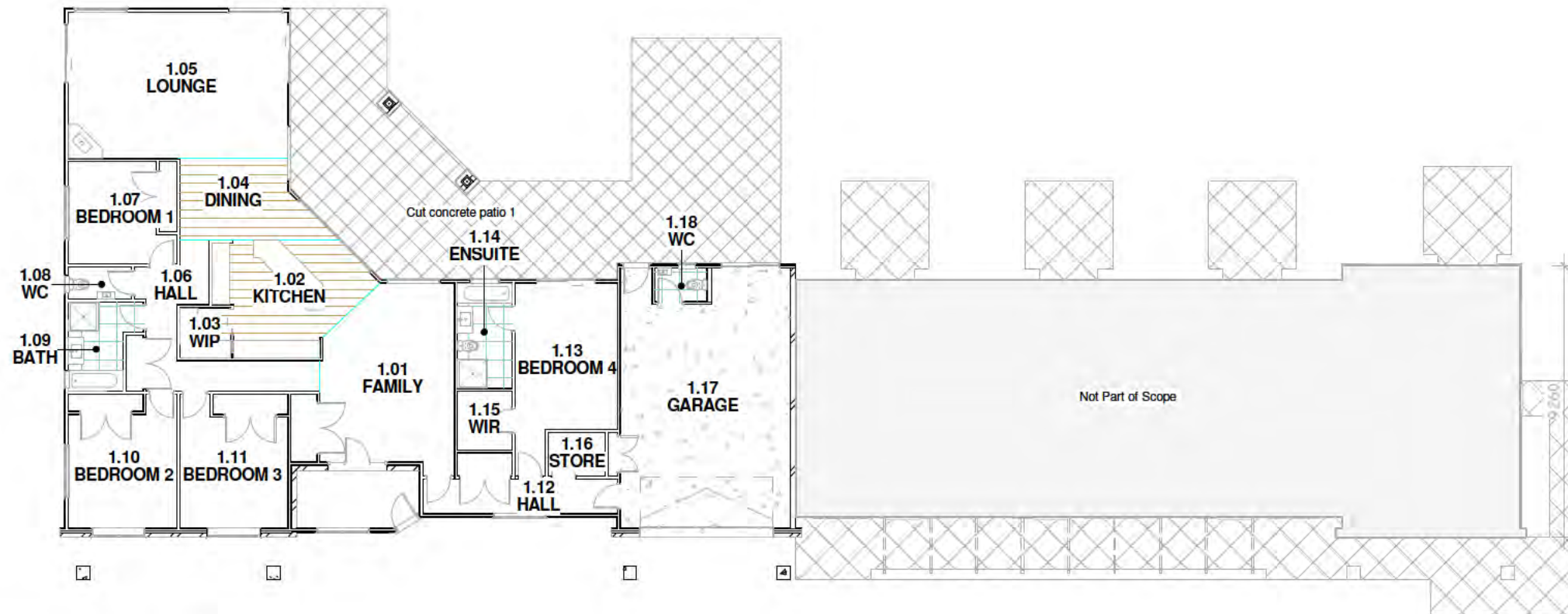


LEGEND

Floor Finishes Legend

- Carpet
- Concrete
- T&G
- Tiles

SCOPING



1 Existing Ground Floor
 scale 1 : 200@A3

Room Schedule

Room No.	Name	Ceiling Height	Perimeter	Area	Floor Finish	Ceiling Finish	Wall Finish	Trim/ Skirting	Scotia/ Coving	Additional Features
1.00	OFFICE	2450	11.89 m	7.97 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	130x25 Achitraves, Painted for DR & WDW
1.01	FAMILY	2450	23.20 m	28.70 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.02	KITCHEN	2450	17.42 m	17.22 m ²	T&G	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.03	WIP	2450	6.84 m	2.92 m ²	T&G	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.04	DINING	2450	15.30 m	11.65 m ²	T&G	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	90x25 Achitraves, Painted for DR & WDW
1.05	LOUNGE	2450	24.90 m	37.20 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	90x25 Achitraves, Painted for DR & WDW
1.06	HALL	2450	26.51 m	13.44 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	90x25 Achitraves, Painted for DR & WDW
1.07	BEDROOM 1	2450	14.32 m	11.08 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.08	WC	2450	6.44 m	2.31 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.09	BATH	2450	11.14 m	6.32 m ²	Tiles	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.10	BEDROOM 2	2450	17.77 m	16.75 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.11	BEDROOM 3	2450	17.97 m	16.74 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.12	HALL	2450	17.38 m	9.45 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.13	BEDROOM 4	2450	20.10 m	18.97 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.14	ENSUITE	2450	10.86 m	6.61 m ²	Tiles	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.15	WIR	2450	7.64 m	3.64 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.16	STORE	2450	6.84 m	2.87 m ²	Carpet	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.17	GARAGE	2450	31.76 m	48.68 m ²	Concrete	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
1.18	WC	2450	5.80 m	2.00 m ²	Tiles	GIB Painted	GIB Painted	50x15 trim painted	Square Stop	85x25 Achitraves, Painted for DR & WDW
Grand total: 19			294.08 m	264.51 m ²						

Job number: [H510 ; 12185]

Client:



Approval By Client

Signat Date

Day Title

Floor Plan - Overall

Date 18/08/2017

Drawn NH

Checked J.L.

Day No. A1.1

C



HIERARCHY GROUP

Legends





-  Gully trap
-  Roof access
-  Switch board

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LEGEND

Floor Finishes Legend

-  Carpet
-  Concrete
-  T&G
-  Tiles

SCOPING

4 Woodbank Road, Hammer Springs

Job number: [H510 ; 12185]

Client:



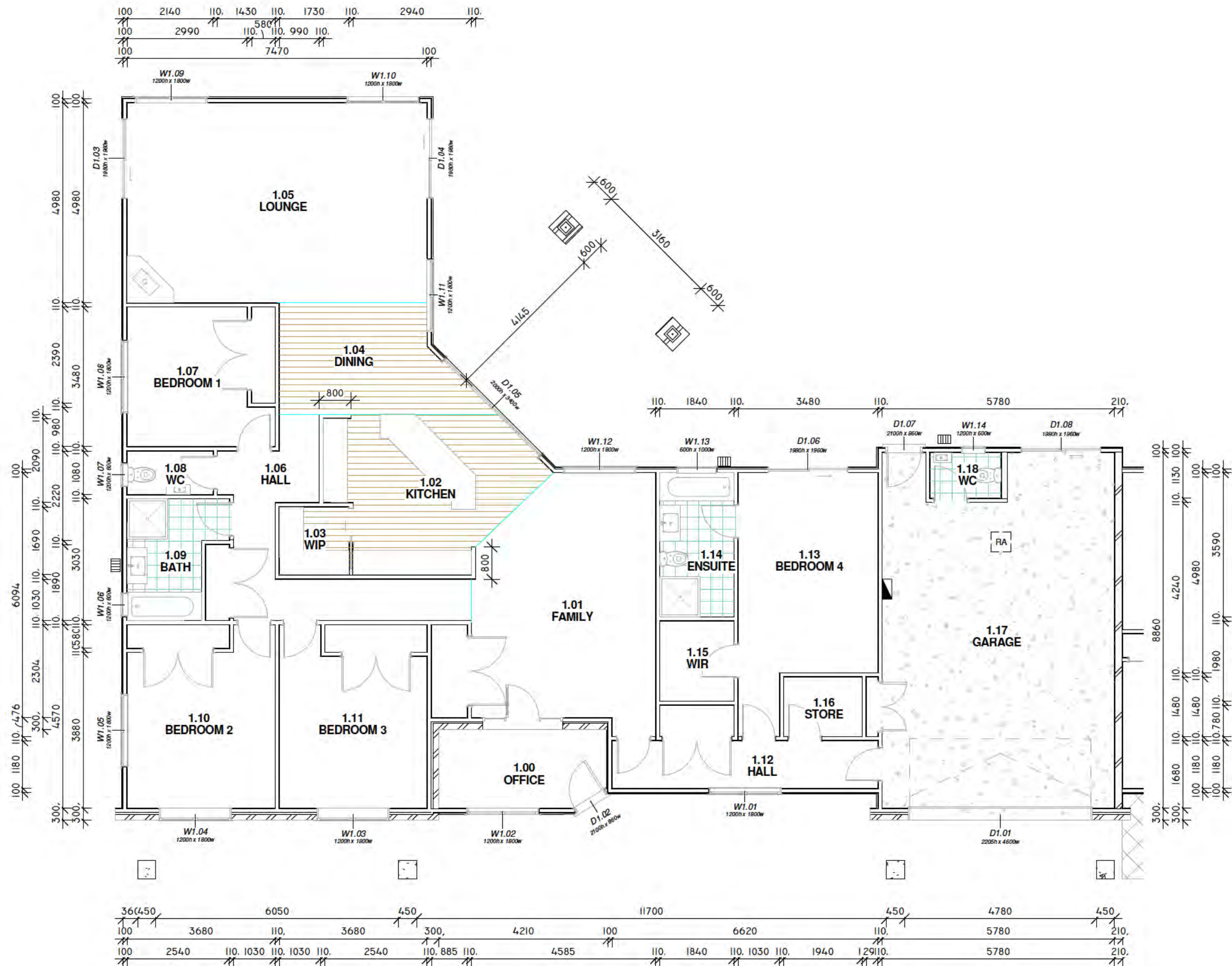
Approval By Client
 Signed _____ Dated _____

Day Title

Floor Plan	
Date	17/08/2017
Drawn	NH
Checked	JL
Day No.	A1.2 B



HIERARCHY GROUP



1 Ground Floor 1
 scale 1:100@A3

Floor level note:

Levels for this plan were carried out on the 13.07.2017

Levels are in terms of assumed datum.
Site benchmark set at 0.000m.

Levels have been adjusted for floor covering thickness.
All relate to datum.

Level 1

Max floor level: 0.006m
Min floor level: -0.010m
Net variation: 0.016m
Maximum gradient: <0.5%

Note:

- These architectural documents are to be read in conjunction with the engineers documents.

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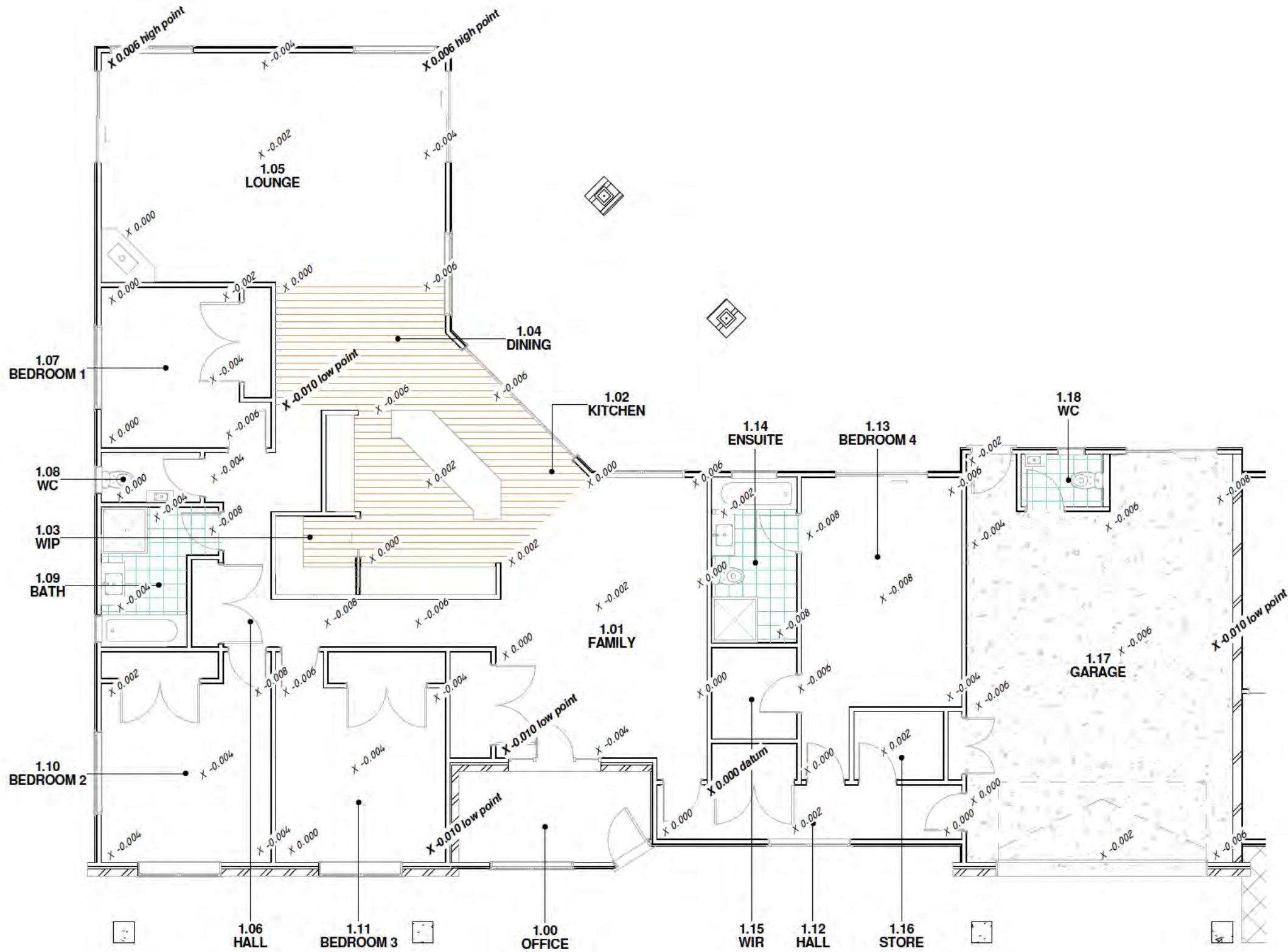


LEGEND

Floor Finishes Legend

- Carpet
- Concrete
- T&G
- Tiles

SCOPING



1 Ground Floor Level Plan 1
SCALE 1:100@A3

Job number: [H510 ; 12185]

Client:



Approval By Client
Signed _____ Dated _____
Desg Title _____

Floor Level Plan

Date 17/08/2017

Drawn NH

Checked J.L.

Desg No. A2.1 C



HIERARCHY GROUP

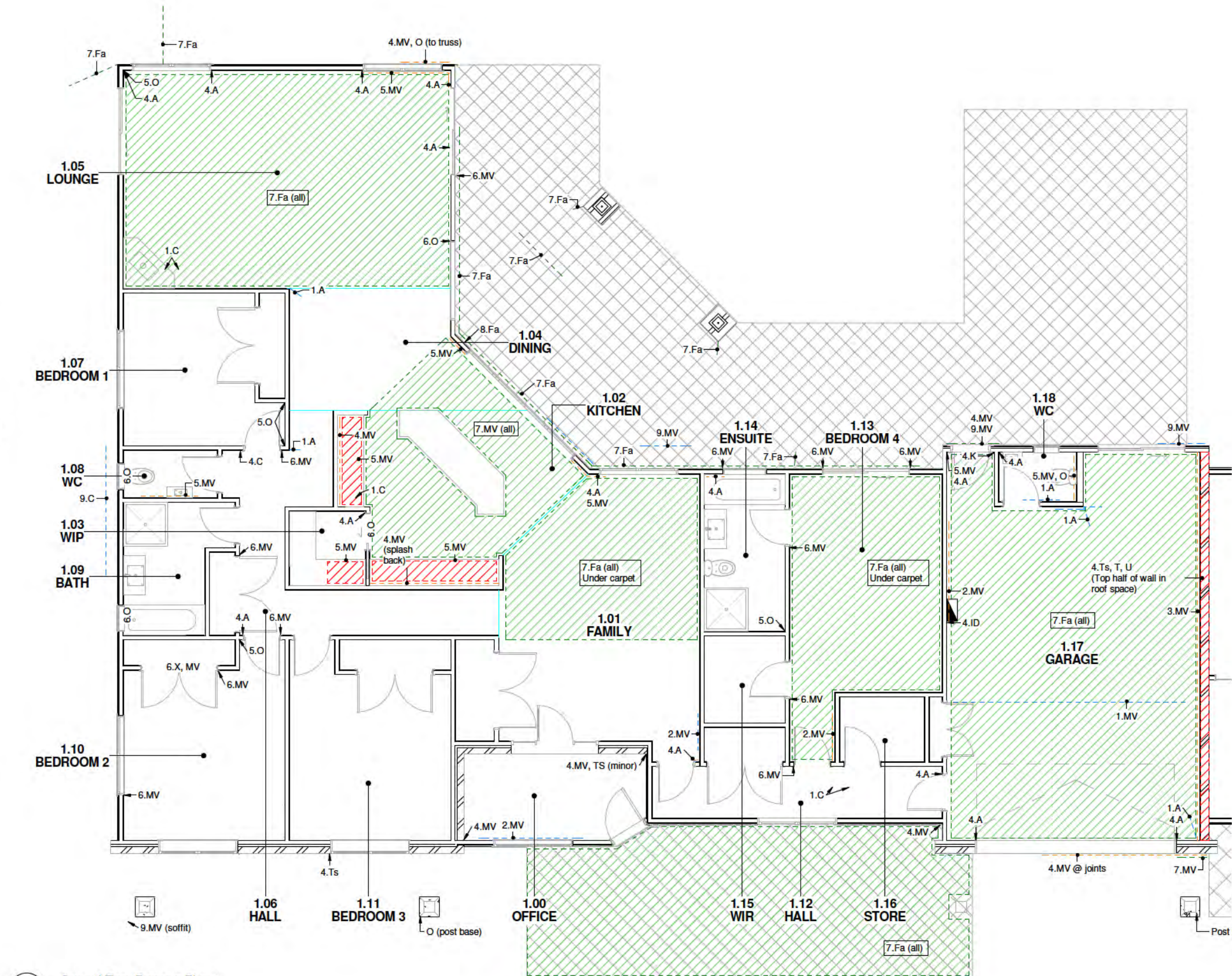
DAMAGE LEGEND

1	Ceiling
2	Wall/ Ceiling Junction
3	Skotia/ Coving
4	Wall
5	Trim/ Built in Joinery Unit (BJU)
6	Window/ Door
7	Floor
8	Foundation Wall
9	Soffit/ Parapet/ Barge/ Fascia
10	Roof
11	Chimney
12	Gutter/ Downpipe

---	Continuous Damage
---	Damage In Floor
---	Damage In Ceiling
---	Damage On Walls
---	Damaged Area
---	Damaged Area On Floor
---	Damaged Area On Ceiling

A	minor to moderate cracking
B	significant cracking
C	fastener movement
D	hold-down damage (suspected)
E	minor hairline cracking
F	significant sheet fracture / sheet breakages
G	loose or bulging plaster
H	sagging / falling material
I	possible substrate damage
J	fastener movement
K	cracked and damaged coating
L	damaged and broken boards
M	damaged, possible substrate damage
N	minor surface damage
O	cracked mitre
P	broken
Q	damage to floor coverings
R	creaky floors
S	significant floor movement (engineer to be consulted)
T	cracking
U	step cracking in mortar
V	block cracking
W	spalling
X	fallen blocks/ bricks
Ca	paint damage
Cb	minor cracking (<10mm)
Cc	moderate cracking (10-20mm)
Cd	significant cracking (>20mm)
Fa	minor cracking (<10mm)
Fb	moderate cracking (10-20mm)
Fc	significant cracking (>20mm)
Fd	pile damage
X	jamming/ not operating smoothly
Y	damaged
Z	broken glass
LP	lining paper torn/ stretched
WD	water damage
TD	tile cracked
MV	movement
VC	vertical cracking
HC	horizontal cracking
DC	diagonal cracking
ID	impact damage
ED	earthquake damage
IQ	liquefaction damage
N/A	not applicable
NDO	no damage observed
DM	deferred maintenance issue
AS	Asbestos tested

NOTE:
 - These architectural documents are to be read in conjunction with the engineers documents.
 Some part of the house has been repaired by the owner after earthquake



1 Ground Floor Damage Plan 1
 scale 1:100@A3

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LEGEND

INT. LINING	A	minor to moderate cracking
BOARDS/TRIM	B	significant cracking
FLOOR	C	fastener movement
PAINTER/RENDER	D	hold-down damage (suspected)
ROOF/WINDOW	E	minor hairline cracking
ADDITIONAL	F	significant sheet fracture / sheet breakages
	G	loose or bulging plaster
	H	sagging / falling material
	I	possible substrate damage
	J	fastener movement
	K	cracked and damaged coating
	L	damaged and broken boards
	M	damaged, possible substrate damage
	N	minor surface damage
	O	cracked mitre
	P	broken
	Q	damage to floor coverings
	R	creaky floors
	S	significant floor movement (engineer to be consulted)
	T	cracking
	U	step cracking in mortar
	V	block cracking
	W	spalling
	X	fallen blocks/ bricks
	Ca	paint damage
	Cb	minor cracking (<10mm)
	Cc	moderate cracking (10-20mm)
	Cd	significant cracking (>20mm)
	Fa	minor cracking (<10mm)
	Fb	moderate cracking (10-20mm)
	Fc	significant cracking (>20mm)
	Fd	pile damage
	X	jamming/ not operating smoothly
	Y	damaged
	Z	broken glass
	LP	lining paper torn/ stretched
	WD	water damage
	TD	tile cracked
	MV	movement
	VC	vertical cracking
	HC	horizontal cracking
	DC	diagonal cracking
	ID	impact damage
	ED	earthquake damage
	IQ	liquefaction damage
	N/A	not applicable
	NDO	no damage observed
	DM	deferred maintenance issue
	AS	Asbestos tested

Job number: [H510 ; 12185]



Approval By Client	Signed	Dated

Damage Plan	
Date	17/08/2017
Drawn	NH
Checked	JL
Dwg No.	A3.1
	B



Damage schedule

No.	Name	Area	Perimeter	Ceiling Height	Floor Covering	Wall Lining	Ceiling Lining	1) Ceiling	2) Wall/Ceiling Junction	3) Scotia/ Coving	4) Walls	5) Trim/ Built in Joinery (BIJU)	6) Window/ Door	7) Floor
1.00	OFFICE	7.97 m ²	11.89 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	MV	NDO	MV, Ts	NDO	NDO	NDO
1.01	FAMILY	28.70 m ²	23.20 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	MV	NDO	A	MV	NDO	Fa
1.02	KITCHEN	17.22 m ²	17.42 m	2.45 m	T&G	GIB Painted	GIB Painted	C	NDO	NDO	MV	MV	O	MV
1.03	WIP	2.92 m ²	6.84 m	2.45 m	T&G	GIB Painted	GIB Painted	NDO	NDO	NDO	A	MV	O	NDO
1.04	DINING	11.65 m ²	15.30 m	2.45 m	T&G	GIB Painted	GIB Painted	A	NDO	NDO	NDO	NDO	NDO	NDO
1.05	LOUNGE	37.20 m ²	24.90 m	2.45 m	Carpet	GIB Painted	GIB Painted	C	NDO	NDO	A	O, MV	NDO	Fa
1.06	HALL	13.44 m ²	26.51 m	2.45 m	Carpet	GIB Painted	GIB Painted	A	NDO	NDO	A, C	NDO	MV	NDO
1.07	BEDROOM 1	11.08 m ²	14.32 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	O	NDO	NDO
1.08	WC	2.31 m ²	6.44 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	MV	O	NDO
1.09	BATH	6.32 m ²	11.14 m	2.45 m	Tiles	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	NDO	O	NDO
1.10	BEDROOM 2	16.75 m ²	17.77 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	O	MV, X	NDO
1.11	BEDROOM 3	16.74 m ²	17.97 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	NDO	NDO	NDO
1.12	HALL	9.45 m ²	17.38 m	2.45 m	Carpet	GIB Painted	GIB Painted	C	NDO	NDO	A	NDO	MV	NDO
1.13	BEDROOM 4	18.97 m ²	20.10 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	MV	NDO	NDO	NDO	MV	Fa
1.14	ENSUITE	6.61 m ²	10.86 m	2.45 m	Tiles	GIB Painted	GIB Painted	NDO	NDO	NDO	A	O	NDO	NDO
1.15	WIR	3.64 m ²	7.64 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	NDO	NDO	NDO
1.16	STORE	2.87 m ²	6.84 m	2.45 m	Carpet	GIB Painted	GIB Painted	NDO	NDO	NDO	NDO	NDO	NDO	NDO
1.17	GARAGE	48.68 m ²	31.76 m	2.45 m	Concrete	GIB Painted	GIB Painted	MV, A	MV	MV	A, K, ID, Ts, T, U	MV	NDO	Fa
1.18	WC	2.00 m ²	5.80 m	2.45 m	Tiles	GIB Painted	GIB Painted	A	NDO	NDO	A	MV, O	NDO	NDO
Grand total: 19		264.51 m ²	294.08 m											

Notes
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LEGEND

SCOPING

4 Woodbank Road, Hamner Springs
 Y:\Hierarchy Projects\H510 - 4 Woodbank Road\03 WORKING DRAWINGS\Scoping\H510 - 4 Woodbank Road.rvt

Job number: [H510 ; 12185]

Client:



Approval By Client
 Signed _____ Dated _____

Desg Title

Damage Schedule

Date 18/08/2017

Drawn NH

Checked JL

Desg NO. A3.3

C



HIERARCHY GROUP

PHOTOS



1. South elevation



2. South elevation



3. West elevation



4. North elevation



5. North/ east elevation



6. North/ east elevation



7. North/ east elevation



8. North elevation



9. South elevation



10. South elevation soffit above garage



11. Typical cracking of cut concrete patios

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INOVO
 PROJECTS

LEGEND

SCOPING

4 Woodbank Road, Hammer Springs
 Y:\Hierarchy Projects\1510 - 4 Woodbank Road\03 WORKING DRAWING\SCOPING\1510 - 4 Woodbank Road.dwg

Job number: [H510 ; 12185]

Client

FMG
 Advice & Insurance

Approval By Client	Signed	Dated

Photos (General+External Damages)

Date	18/08/2017
Drawn	NH
Checked	JL
Dwg NO.	A4.1

B



HIERARCHY
 GROUP

PHOTOS



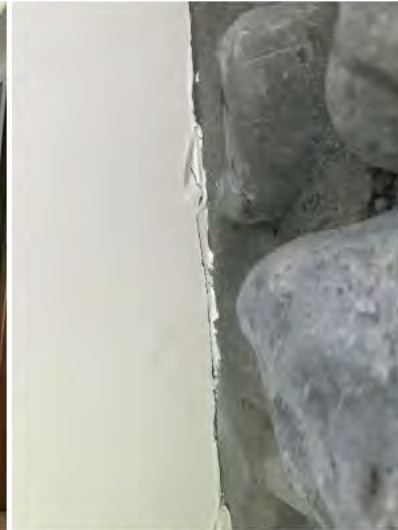
1. Entry (1.00)



2. Entry (1.00)



3. Entry (1.00)



4. Entry (1.00) movement between stone and wall



5. Entry (1.00) movement between stone and wall, minor cracking to mortar



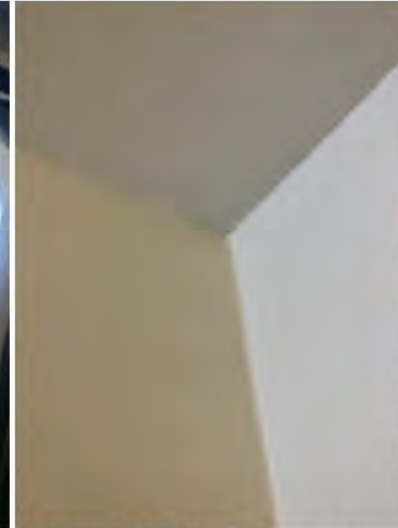
6. Family (1.01)



7. Family (1.01)



8. Family (1.01) movement to window and wall cracking



9. Family (1.01) movement to ceiling wall junction



10. Kitchen (1.02)



11. Kitchen (1.02) movement to joinery and splash back



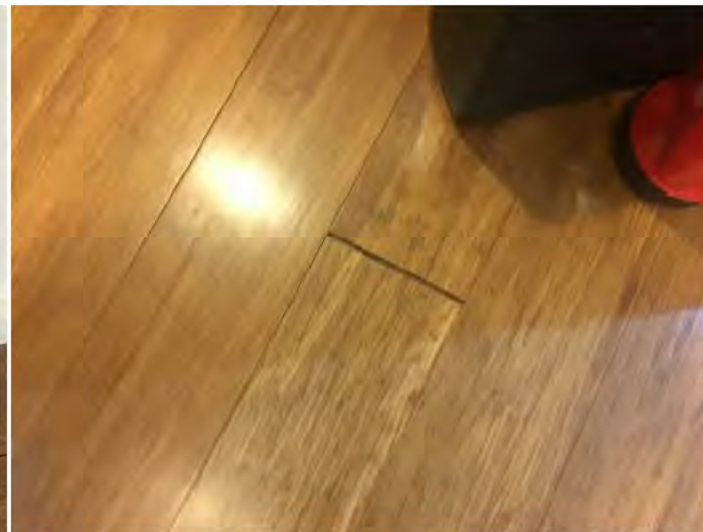
12. Kitchen (1.02) movement to splash back



13. Kitchen (1.02) movement to joinery



14. Kitchen (1.02) movement to skirting



15. Kitchen (1.02) Floor movement

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LEGEND

SCOPING

4 Woodbank Road, Hamner Springs
 Y:\Hierarchy Projects\1510 - 4 Woodbank Road\03 WORKING DRAWING\1510-4 Scoping\1510 - 4 Woodbank Road.dwg

Job number: [H510 ; 12185]

Client



Approval By Client
 Signed _____ Dated _____

Dwg Title

Photos (Internal Damages)

Date 18/08/2017

Drawn NH

Checked J.L.

Dwg NO. A4.2 B



we are HIERARCHY GROUP.

PHOTOS



1. Lounge (1.05)



2. Lounge (1.05) cracking under window



3. Bedroom 1 (1.07)



4. Bathroom (1.09)



5. Bedroom 2 (1.10)



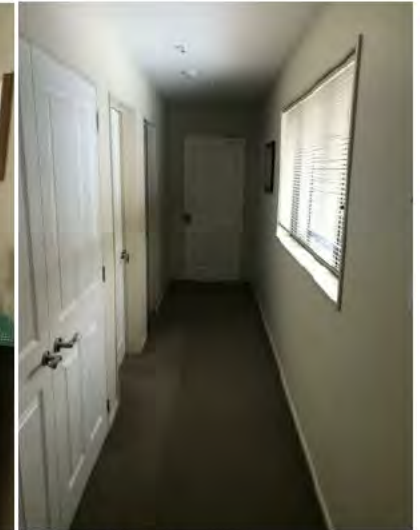
6. Bedroom 2 (1.10)



7. Bedroom 2 (1.10) movement to door



8. Bedroom 3 (1.11)



9. Hall (1.12)



10. Hall (1.12) wall cracking



11. WIR (1.15)



12. Store (1.16)



13. Garage (1.17)



14. Garage (1.17) cracking to slab

Notes
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LEGEND

SCOPING

4 Woodbank Road, Hamner Springs
 Y:\Hierarchy Projects\1510 - 4 Woodbank Road\103 WORKING DRAWING\Scoping\1510 - 4 Woodbank Road.dwg

Job number: [H510 ; 12185]

Client



Approval By Client

Signed _____ Dated _____

Dwg Title

Photos (Internal Damages)

Date 18/08/2017

Drawn NH

Checked J.L.

Dwg NO. A4.3 B



we are HIERARCHY GROUP.

HANMER APARTMENTS – MANAGERS RESIDENCE

4 WOODBANK ROAD, HANMER

PROJECT 12185

APPENDIX B | Structural Damage Assessment



Farmers Mutual Group (FMG)

Kaikoura EQ Scoping
4 Woodbank Road, Hanmer Springs

August 2017

Executive summary

GHD Ltd has been engaged by Farmers Mutual Group (FMG) through Inovo Project Management to carry out a structural scoping assessment for the single-storey managers' residence located at 4 Woodbank Road, Hanmer Springs. This report identifies structural damage to the building that likely resulted from the M7.8 Kaikoura Earthquake located 15 km northeast of Culverden on Monday 14th November 2016.

The scoping works in this report is limited to the managers' residence and adjoining garage; the attached two-storey apartment block is not within the scope of this assessment.

The managers' residence has sustained minor to moderate damage to structural elements during the earthquake. This damage includes damage to the concrete slab-on-grade in the garage and internal wall plasterboard linings.

It is recommended that the cracking to the garage concrete slab-on-grade is repaired in accordance with MBIE guidelines.

It is recommended that repairs be completed to the plaster and plasterboard wall linings in accordance with MBIE guidelines and relevant GIB publications.

This report is subject to, and must be read in conjunction with, the limitations set out in section 6 and the assumptions and qualifications contained throughout the Report.

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Appendices

Appendix A – (Floor Plan)

Appendix B - (Photos)

Appendix C – (Floor Levels)

1. Introduction

1.1 Structural Services

GHD Ltd has been engaged by Farmers Mutual Group (FMG) through Inovo Project Management to carry out a structural scoping review of the single-storey managers' residence located at 4 Woodbank Road, Hanmer Springs. The structural scoping is to identify structural damage following the M7.8 Kaikoura Earthquake on the 14th November 2016 (15 km northeast of Culverden) and subsequent Kaikoura earthquake series up until the date of inspection.

This report should be read in conjunction with other relevant damage and scoping reports prepared by others for this property.

1.2 Project Brief

The purpose of the structural assessment is to identify structural damage and to recommend repairs where necessary to return the structure as far as possible, back to its pre-earthquake condition. The recommendations made should not be construed as being that required for the building to comply with current New Zealand Building Code and New Zealand Earthquake Standards and Guidelines.

1.3 Scope of Work

GHD undertook the following as the Scope of Work for this commission:

1. Site investigation as noted above;
2. Complete floor level and wall verticality surveys for the building;
3. Provide details of the condition of the floor and foundation, supported by photographic evidence and a floor level survey;
4. Provide a repair methodology once the condition of the sub-floor and foundations are established; and
5. Preparation of an engineering report (this report) containing the repair methodology for the building with recommendations in accordance with the project understanding noted above.

Note that the repairs recommended are based on qualitative data collected and MBIE guidelines, no calculations have been completed.

1.4 Methodology

The site visit carried out was visual in nature without demolition or removal of the building fabric to view hidden framing or structure. The site visit included a floor level survey to assess the extent of damage to the foundations. Wall vertical alignment was also reviewed using a self-levelling laser to determine the general extent of any misaligned walls.

No geotechnical investigation or assessment for the property was completed at the time of this report being issued.

The site visit did not include the review of structural adequacy, preparation of calculations or design reviews. Weather-tightness and building services for example plumbing, electrical, mechanical or others have not been reviewed, and if required, should be reviewed by relevant experts. The roof space was not fully observed due to access limitations; the garage roof space was viewed where access was available via the ceiling manhole.

Recommendations have been included in the report for repairs to be assessed as required to bring the building as far as possible, back to its pre-earthquake condition.

This report provides advice on repairs to damage observed on the day of the site visit and does not include any repairs that could not be identified during this visual survey. Refer to the Limitations section of this report for a full description of the limits of our advice

2. Building Description

The building at 4 Woodbank Road, Hanmer Springs was inspected by GHD engineers on 13 July 2017. The scoping works in this report is limited to the managers' residence and adjoining garage; the attached two-storey apartment block is not within the scope of this assessment.

The managers' residence is a single-storey, timber-framed structure with lightweight steel roofing. The building, constructed in the 2000's, is irregular in plan with a total footprint area of approximately 288 sqm. The structure is separated by a central attached garage and concrete block firewall into distinct sections: a single-storey managers' residence and a two-storey apartment block. The scope of this assessment has been limited to the managers' residence and attached garage.

The managers' dwelling is clad with a combination of weatherboard, rendered plaster and a round stone veneer. Internally, the managers' residence and garage walls are lined with plasterboard.

The managers' residence contains a single steel flue chimney located within the lounge.

The foundation system of the managers' residence consists of a concrete slab-on-grade. In accordance with the MBIE guidelines Table 2.1 Part A Technical Guidance Foundation Assessment December 2012, the managers' residence foundations can be categorised as Type C1 foundations.

The construction of the managers' residence is summarised below:

Date of construction:	2000's
Roof construction:	Timber framing and lightweight metal roofing
Wall construction:	Timber framing throughout with weatherboard, rendered plaster and round stone veneer cladding
Interior linings:	Plasterboard
Chimney:	1 x Steel flue chimney remains.
Foundation/ Floor:	Concrete slab on grade. Type C1 foundation in accordance with the MBIE guidelines.



Figure 1 Manager's residence northeast elevation

3. Observed Damage

3.1 Summary

The managers' residence has suffered minor damage to structural and non-structural elements. Cracking between plasterboard sheet elements was observed and cracking within the concrete slab-on-grade was noted throughout the garage.

At the time of the site visit, no sticker had been issued for the managers' residence.

3.2 Ground and Foundation Damage

No site-specific ground investigation was undertaken for this report.

Evidence of ground movement was noted surrounding the managers' residence; cracking and undulation within the surrounding paved surfaces was apparent (refer photos 7 to 8).

Widespread minor cracking throughout the garage concrete slab-on-grade was observed. Further, moderate cracking adjacent to the garage north external door was noted, with crack widths of up to approximately 1.8 mm recorded (refer photos 9 to 12).

The homeowner provided photographic evidence of cracking within the lounge, bedroom 2 and bedroom 4 (rooms 1.05, 1.10 and 1.13 respectively) (refer photos 13 to 16).

The homeowner noted that there appeared to be cracking observable in the side of the managers' residence slab-on-grade outside the dining room (room 1.04). However, GHD considers that what is observed is cracks in the remnants of concrete following the screeding of the external paving (refer Photo 17) and therefore not a structural crack in the slab.

3.3 Floor Levels

A floor level survey was completed on the 13 July 2017 with the levels presented in Appendix C. The survey was conducted where it was safe and accessible. Reference is made to room numbers as part of this assessment; the numbering system used is presented on the floor plans in Appendix A.

The survey indicates that the highest point on the ground floor was 6 mm (rooms 1.05 and 1.01) and the lowest point (within rooms 1.01, 1.04, 1.11 and 1.17) was -10 mm. Therefore the maximum difference in level measured across the managers' residence for the ground floor is 16 mm.

The floor slope measured between two points greater than 2 m apart did not exceed 0.5% within the rooms surveyed.

3.4 Wall Verticality

A wall verticality survey was carried out using a self-levelling laser level with the results presented in Appendix C. The survey was carried out throughout the managers' residence where it was safe and access was available. The result indicates that the majority of the walls were found to deviate out of plumb by 0 to 8 mm over a 2.3 m height. This level of deviation is minor and unlikely to be related to the earthquake.

3.5 Superstructure and Other Damage

Cracking to the plaster lining, plasterboard ceiling and wall linings has occurred at several locations, particularly at sheet joint locations and adjacent to door and window openings (refer photos 18 to 19).

Minor cracking between, and dislocation of, the concrete blockwork within the firewall separating the managers' residence and the apartment units was observed; however, this isolated damage is minor and considered not be earthquake related (refer photos 20 to 21).

Cracking at the base of a post supporting a roof canopy was noted outside the garage; however, this damage is considered not be earthquake related (refer Photo 22).

3.6 Chimney

One steel flue chimney was observed during the visit; no damage was noted.

4. Recommendations

4.1 Foundation Settlement

The Ministry of Business, Innovation and Employment (MBIE) publication – “Repairing and rebuilding houses affected by the Canterbury earthquakes (December 2012)” – outlines the indicator criteria for foundation damage not requiring structural repair (for all technical categories) and this is specified in Table 1 of this report.

Table 1 Indicator criteria for foundation damage not requiring structural repair, MBIE

Foundation Type	Settlement		Lateral Stretch Status		Crack widths/ Other
Type C	Vertical differential settlement < 50 mm and floor slope less than 1 in 200 between any two points > 2 m apart.	and	< 20 mm	and	< 5 mm cracks in the floor slab.

Refer to MBIE guidelines December 2012 Section 2, Table 2.2.

Table 2 Indicator criteria for floor/foundation relevel or rebuild, MBIE

Foundation Type	No action necessary	Foundation relevel indicated	Foundation rebuild indicated
Type C	<p>The slope of the floor between any two points > 2 m apart is < 0.5% (1 in 200),</p> <p>AND</p> <p>The variation in level over the floor plan is < 50 mm</p> <p>AND</p> <p>There are no cracks in ceramic floor tiles</p> <p>AND</p> <p>There is no distress in vinyl floor coverings or carpet</p>	<p>The variation in floor level is > 50 mm and < 150 mm</p> <p>AND</p> <p>Services are functioning</p>	<p>The variation in floor level is > 150 mm over the floor plan,</p> <p>OR</p> <p>There is irreparable damage to buried services within the house footprint</p>

The MBIE document also provides guidance on the repair methodology for cracking in concrete floor slabs and perimeter foundation walls; these are outlined in Table 3. Refer to MBIE guidelines December 2012 Section 2, Table 2.2 and Figure 2.2.

Table 3 Concrete slab-on-grade crack widths and repair approaches, MBIE

	No action necessary	Repair by epoxy injection	Repair by grout injection	Break out and recast
Crack widths	Less than 1 mm	Between 1 mm and 10 mm	Between 10 mm and 20 mm	Greater than 20 mm

Based on the differential settlement and floor slopes measured within the managers' residence a foundation relevel is not required. It is recommended that cracking within the garage concrete slab-on-grade is repaired in accordance with the MBIE guidelines; Table 3 provides guidance on the likely appropriate repair methodology. Minor cracking observed elsewhere within the garage, and that visible in the photographs provided by the homeowner, is considered to be the result of shrinkage and not earthquake related damage requiring repair.

4.2 Wall Verticality

Based on the results of the wall verticality inspection, there are no repairs required.

4.3 Superstructure and Other Damage

4.3.1 Internal wall and ceiling linings

It is recommended that the repairs to the plaster and plasterboard wall linings should be carried out by a competent tradesperson, and in accordance with MBIE guidelines and relevant GIB publications.

4.4 Chimney

No damage to the steel flue chimney was noted.

5. Risks and Issues

It must be noted that undertaking repairs to earthquake-damaged buildings is an inherently risky exercise, which may not result in returning the building exactly back to its pre-damage condition in some areas.

Repairs are specified to as near as practical to pre-damage condition, however the following risks, in addition to others not identified remain:

- Collateral damage caused during repair works, particularly during releveling exercise, which may result in the scope of repairs expanding.
- Latent or hidden damage not being identified and subsequently repaired.
- Susceptibility to future damage could be increased due to 'working' of load resisting elements that are not visually damaged.
- Ongoing settlement(s) as ground loosened by earthquakes subsides or voids created collapse.

The repairs specified have been considered the most appropriate for the situation. However, they may not be able to attract standard warranties on products or workmanship due to their installation in an existing building.

Where possible, all repairs should be carried out in accordance with the New Zealand Building Code and manufacturers requirements. However, the repair recommendations made in this report should not be construed as to being that required for the building to comply with current New Zealand Building Code and other relevant design standards.

Lastly, this report does not include the review of structural adequacy, preparation of calculations or design checks. GHD have not reviewed the likelihood of any further damage that may occur as a result of future earthquakes.

6. Limitations

This report for the property of 4 Woodbank Road, Hanmer Springs, has been prepared by GHD Ltd ("GHD") solely for the benefit of Farmers Mutual Group (FMG) with respect to the brief given to us. This report may only be used and relied on by FMG Ltd; must not be copied to be used by, or relied on by any person other than FMG Ltd without the prior written consent of GHD; may only be used for the purpose of structural assessment for the property at 4 Woodbank Road, Hanmer Springs, and must not be used for any other purpose or building.

The observations undertaken to assess damage to this building resulting from recent earthquakes have been limited to structural aspects only. Our observations did not include an assessment of any other elements of the building or services. Items such as fire safety systems, the glazing system, finishes, suspended ceilings, partitions, power, water, sewerage, mechanical services, hazardous materials such as asbestos and architectural elements have not been reviewed as part of this evaluation. Where obvious damage has occurred, or the damage to these elements may be related to the structural building performance, these may have been commented on.

Our investigation was limited to a high level visual examination of the building where safe and ready access existed at the time, and we have not undertaken any intrusive examinations, testing, surveying, removal or destruction of any building elements unless specifically noted otherwise in this report. Seismic events and ongoing ground movement subsequent to our observations may change the assessments contained in this report.

GHD and its servants, employees and officers otherwise expressly disclaim responsibility to any person other than FMG Ltd arising from or in connection with this Report.

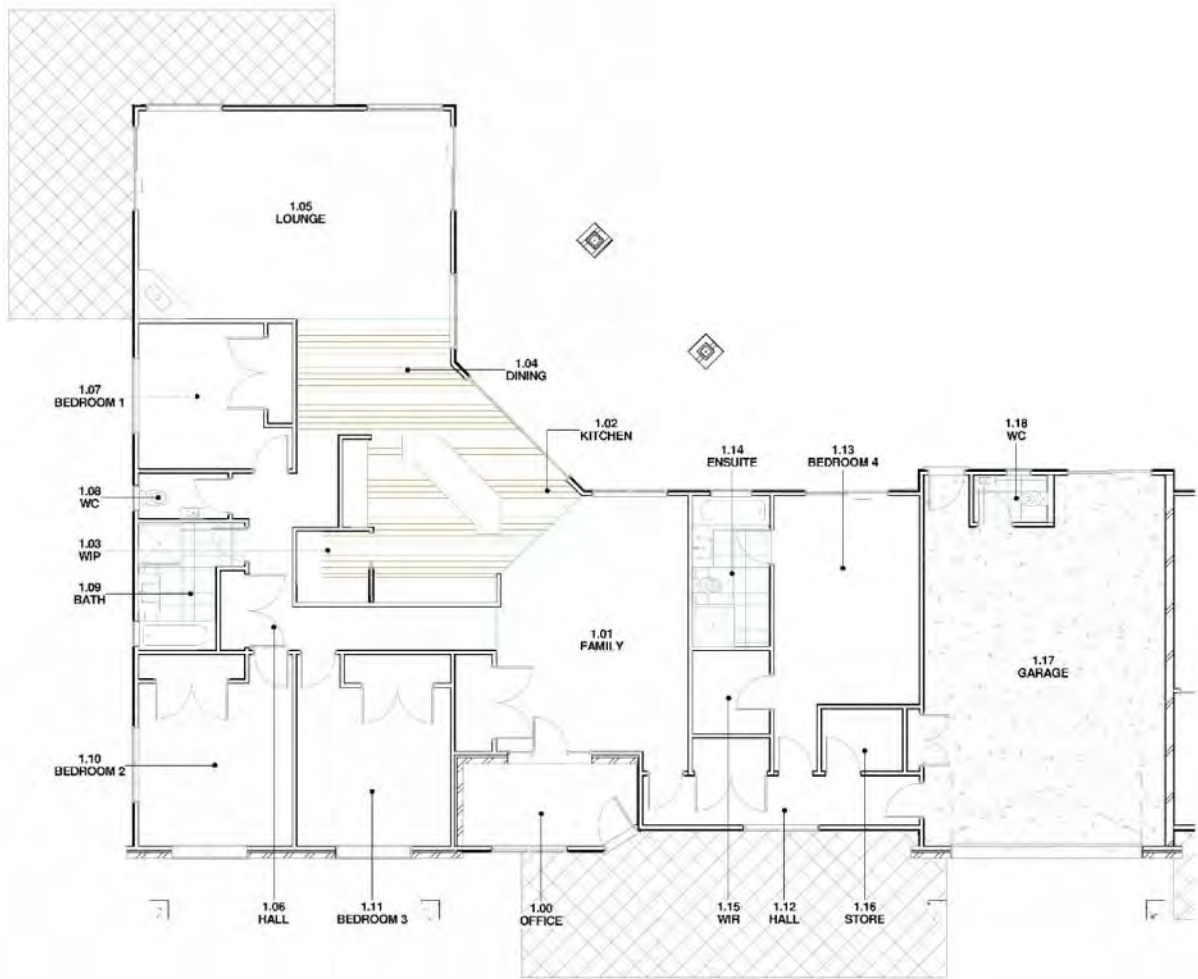
To the maximum extent permitted by law, all implied warranties and conditions in relations to the services provided by GHD and the Report are excluded unless they are expressly stated to apply in this Report.

The services undertaken by GHD in connection with preparing this Report were limited to those specifically detailed in Section 1 of this report.

Subject to the paragraphs in the above section of the Report, the opinions, conclusions and any recommendations in this Report are based on conditions encountered and information reviewed at the time of preparation and may be relied on until 12 months from day of writing, after which time, GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from or in connection with those opinions, conclusions and any recommendations. GHD is not able to give any warranty or guarantee that all possible damage, defects, conditions or qualities have been identified. The professional services conducted by GHD were performed in accordance with the standards generally exercised by other professional consultants acting under similar circumstances.

Appendices

Appendix A – (Floor Plan)



4 Woodbank Road, Hanmer Springs Floor Plan Layout (source Inovo)

Appendix B - (Photos)



Photo 1: Managers' residence south elevation



Photo 2: Adjoined apartment wing south elevation



Photo 3: Managers' residence east elevation



Photo 4: Managers' residence north elevation



Photo 5: Managers' residence northeast elevation



Photo 6: Managers' residence north elevation



Photo 7: Cracking in adjacent external paved surfaces



Photo 8: Cracking in adjacent external paved surfaces



Photo 9: Typical cracking within the garage concrete slab-on-grade



Photo 10: Cracking within the garage concrete slab-on-grade



Photo 11: Variation in floor level adjacent to cracking within the garage



Photo 12: Cracking within the garage approximately 1.8 mm in width



Photo 13: Image provided by the homeowner of cracking within the kitchen (room 1.02) concrete slab-on-grade



Photo 14: Image provided by the homeowner of cracking within the lounge (room 1.05) concrete slab-on-grade



Photo 15: Image provided by the homeowner of cracking within the bedroom 2 (room 1.10) concrete slab-on-grade



Photo 16: Image provided by the homeowner of cracking within the bedroom 4 (room 1.13) concrete slab-on-grade



Photo 17: Perceived cracking in the side of the managers' residence slab-on-grade; however, this is likely to be screed remnants from the adjacent external concrete surface



Photo 18: Typical cracking within the managers' residence plasterboard linings



Photo 19: Typical cracking within the managers' residence plasterboard linings



Photo 20: View of the masonry firewall located between the managers' residence garage (room 1.17) and the adjacent apartment wing

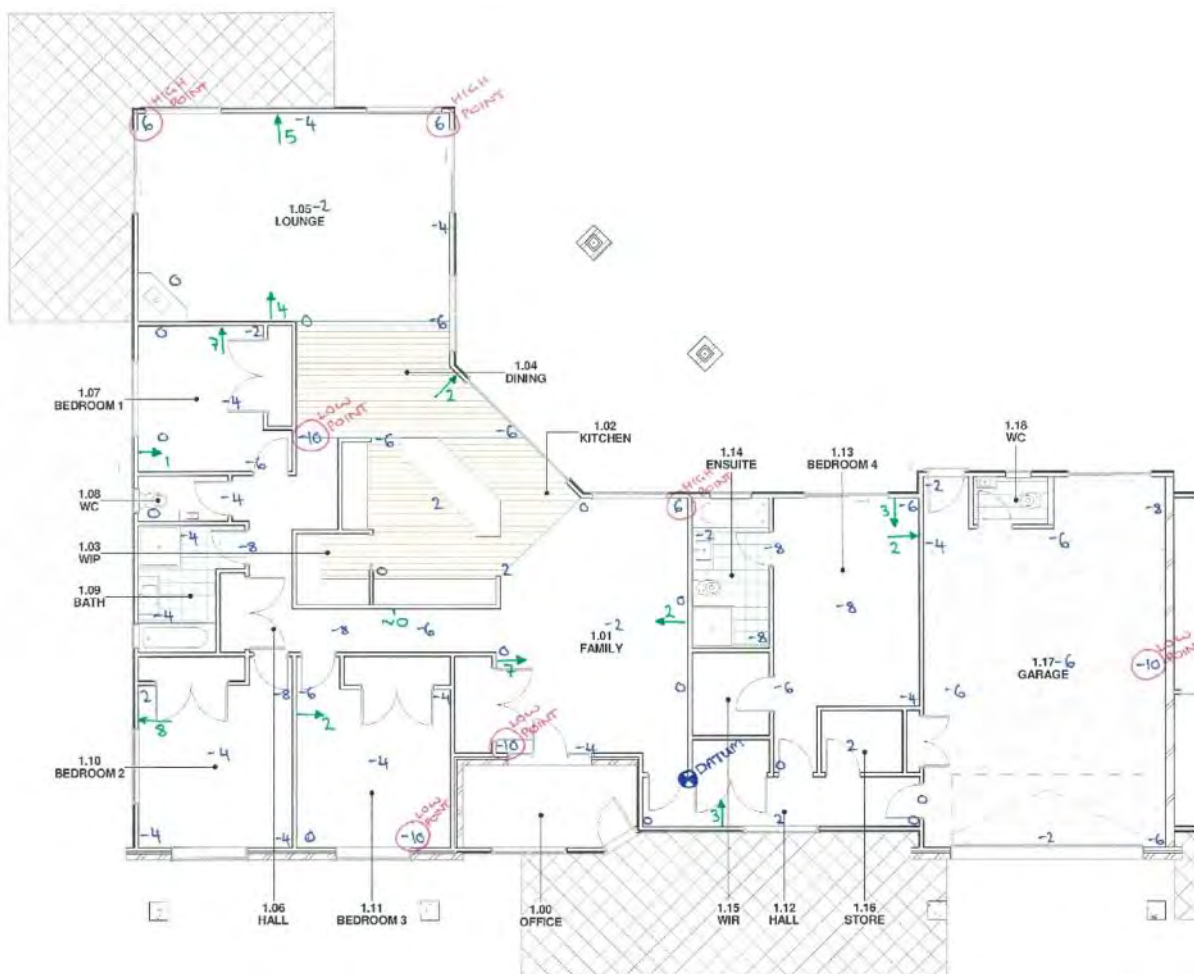


Photo 21: Perceived dislocation within the firewall between the managers' residence garage (room 1.17) and the adjacent apartment wing



Photo 22: Split within a timber post supporting the canopy extending beyond the garage (room 1.17)

Appendix C – (Floor Levels)



4 Woodbank Road, Hanmer Springs Ground Floor Level Plan

→ shows the direction the top of the wall is moving

Maximum verticality of external walls	8 mm/2.3 m
Maximum verticality of internal walls	7 mm/2.3 m
Maximum floor level	6 mm
Minimum floor level	-10 mm
Total variation in floor level	16 mm

GHD

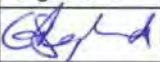

GHD Building
 Level 3, 138 Victoria Street, Christchurch 8013
 T: 64 3 378 0900 F: 64 3 377 8575 E: chcmail@ghd.com

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Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	A Cayzer	G Shepherd		A McMenamin MIPENZ CPEng		07/08/17

www.ghd.com



APPENDIX C | Statement of General Reporting Policies

- 1) Our responsibility in connection with this report is limited to the person or party to whom the report is addressed and we disclaim all responsibility to any other party without reference to us.
- 2) This report may not be reproduced, in whole or in part, without our prior written approval.
- 3) This report has been prepared for the purpose stated in the report and may be relied upon for that purpose only. Assumptions made in the preparation of the report are as expressly stated in the report or set out below.
- 4) Where information has been supplied to us for the purpose of the report by another party, this information is believed to be reliable but we can accept no responsibility if this should prove not to be so.
- 5) Where information is given without being attributed directly to another party, this information has been obtained by our search of records and examination of documents or by enquiry from Government or other appropriate departments or companies.
- 6) Unless expressly stated, we have made no detailed survey of the property in terms of boundary or contour surveys, geotechnical or hydrological survey, environmental surveys, structural assessments, building defects survey, building services survey, level or verticality survey, weather-tightness survey, hazardous substances survey, building code compliance survey, valuation, legal assessment, etc. We have prepared this report on the information available at the time and information provided by the client and/or third parties.
- 7) The cost and revenue figures provided in this report are estimates only and are based on information available at the time, and for the level of accuracy appropriate to the documentation either provided by the client and/or third parties or generated by Inovo Projects Ltd. Cost or revenue projections outlined in this report are based on the typical costs or revenue that can reasonably be expected at the time, and may be subject to unforeseen or unaccounted items, issues or events, including inflation. Inovo Projects Ltd does not take any responsibility for the financial outcomes of any property development or building refurbishments/repairs to which the figures in this report relates.
- 8) Timeframes outlined in this report are estimates only. Timeframes are based on what could be reasonably expected to be achieved over a period of time and are based on the information available at that time, and may be subject to unforeseen issues and/or events. Inovo Projects Ltd does not take any responsibility for the accuracy of timeframes.
- 9) Where an inspection has been provided, it shall be considered to have been undertaken from the floor level only unless expressly stated in the inspection report. Therefore, the inspection can only be relied upon what can be reasonably seen from that position.
- 10) Because of the unprecedented nature and extent of the land deformation in Canterbury, particularly in and around the Christchurch urban area, Land Information New Zealand (LINZ) and the Surveyor General (SG) are currently investigating the appropriateness of the current Rules for Cadastral Survey issued under section 49 of the Cadastral Survey Act 2002. After assessing the feedback from surveyors, the recent proposed amendment to the rules released by LINZ on the 19th February 2015 to address issues faced by surveyors in the Canterbury region, have now been withdrawn. These proposed rules created some uncertainty between surveys conducted immediately after the earthquakes and those future surveys as there was a significant departure in the processes of defining horizontal land boundaries. The SG and LINZ are continuing to engage with the survey profession to understand the feedback received as well as to explore potential alternatives. For the interim LINZ 'will be taking a pragmatic approach in processing and approving Cadastral Survey Data Sets' in a business as usual approach. Should any rule changes be introduced in the future we will assess the impact on the individual repair/rebuild projects at that time.

From: Sam van der Leij <Sam@inovo.nz>
Sent: Thursday, 26 July 2018 8:24 a.m.
To: [REDACTED]
Cc: Greg Jarvis
Subject: 4 Woodbank Road - Payment Claim 04 - FINAL - 30021011
Attachments: Progress Payment Schedule 4- 4 Woodbank.pdf

Hi [REDACTED]

Please see the below and attached from Greg in regards to the managed reinstatement of 4 Woodbank Road – 30021011.

As this is the last contractor invoice for this claim we will now also complete our invoicing and provide a final invoice to FMG to allow you to close the claim.
Any questions please advise.

Cheers
Sam

Morning Sam,

Please find attached for you here the **Jed Moore Construction Ltd Invoice** and **Progress Payment Schedule #4** prepared by Inovo Projects in regards to the repair works for **4 Woodbank Road, Hanmer Springs – Hanmer Apartments, claim number 30021011**

As Final Completion has been reached and the Code Compliance Certificate received from Hurunui District Council this Invoice is for the release of the 2.5% retention held at Practical Completion for the defects period. A breakdown of the final Contract sum is as follows...

Agreed Variation 01 - Asphalt driveway, Kitchen kickboards

- 1- Extra asphalt removal and new asphalt to be laid as site measurements varied from the original scope. Original scope was 58.1m2 and site measure was 79.1
- 2- Supply and install new kickboards to the Kitchen Island due to difference in thickness of new Bamboo flooring.
- 3- Repair work to Carpet/Bamboo flooring joint due to thickness of new bamboo flooring

CONTRACT INSTRUCTION VALUE (Excluding GST)		\$3,750.00
--	--	------------

Contract Value (Excluding GST)		\$212,200.49
Total Agreed Variations (Excluding GST)		(See above) \$3,750.00
Final Adjusted Contract Value (Excluding GST)		\$215,950.49
 Total value of verified work completed	 	 \$215,950.49
Deduct previous certified payments (Excluding GST)		\$210,551.73

TOTAL AMOUNT CERTIFIED (excluding GST)		\$5,398.76
GST		\$809.81
TOTAL INCLUDING		\$6,208.57

Thanks,

Greg Jarvis | Project Manager



M: 021 241 8851 | E: greg@inovo.nz

A. 122 Montreal Street, PO Box 7069, Christchurch 8240 | W: inovo.nz

PROJECT PLANNING | PROJECT MANAGEMENT | LAND DEVELOPMENT

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HANMER APARTMENTS
 4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
 CLAIM NUMBER 30021011
 PROJECT 12185




Progress Payment Schedule

Progress Payment No.	04 (Final)
Payment Claim	Invoice - 0891
Date of Service of Payment Claim	25 July 2018
Due Date for Payment under Clause 12.2.8 of the Contract (seven working days from receipt by insurer)	3 August 2018

This is to certify that **J Moore Construction Ltd** of **6 Rostrevor Place, Mairehau, Christchurch**, GST No. 108982349, is entitled to a payment made up as follows:

Contract Value (Excluding GST)	\$212,200.49
Agreed Variations to date (Excluding GST)	\$3,750.00
Adjusted Contract Value to date (Excluding GST)	\$215,950.49
Adjusted Contract Value to date (Including GST)	\$248,343.06
Total value of verified work completed	\$215,950.49
Deduct other	\$0.00
Deduct previous certified payments (Excluding GST)	\$210,551.73
Deduct previous certified payments (Including GST)	\$242,134.49
TOTAL AMOUNT CERTIFIED (excluding GST)	\$5,398.76
GST	\$809.81
TOTAL INCLUDING	\$6,208.57
Variance between Payment Claim and Progress Payment Schedule (excluding GST)	\$0.00
Variance between Payment Claim and Progress Payment Schedule (including GST)	\$0.00
Reason for Variance if any	

Approved  26/7/18

FMG
4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
PROJECT 12185

The certified amount is the provisional scheduled amount. This Progress Payment Schedule is provisional only until the expiry of 12 working days after the Date of Service of Payment Claim, or amended Date of Service of Payment Claim, after which time the certified sum shall become the scheduled amount, unless within that time a replacement Progress Payment Schedule is provided under the Contract.

CERTIFIED BY: Greg Jarvis



ENGINEER'S REPRESENTATIVE TO THE CONTRACT

J Moore Construction Ltd**TAX INVOICE**fmg c/o inovo projects
Claim Number 30021011

Invoice Date	25 Jul 2018	J Moore Construction Limited
Invoice Number	INV-0891	Attention: Amy Moore
Reference	4 Woodbank Road, Hanmer Springs	6 Rostrevor Place Mairehau 8052 Christchurch NEW ZEALAND
GST Number	108982349	

Description	Quantity	Unit Price	Amount NZD
Completion of job including Code of Compliance Certificate.	1.00	5,398.76	5,398.76
		Subtotal	5,398.76
		TOTAL GST 15%	809.81
		TOTAL NZD	6,208.57

Due Date: 1 Aug 2018

Please pay within 7 days: Direct Credit Details: 12-3240-0159356-00

✂

PAYMENT ADVICE

To: J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Customer	fmg c/o inovo projects
Invoice Number	INV-0891
Amount Due	6,208.57
Due Date	1 Aug 2018

Amount Enclosed

Enter the amount you are paying above

aprosed for
payment 26/7/18

Site Inspection Record

Project Ref	12185	Project Name	4 Woodbank Road – Manager's Residence
Date/Time	10:30am, 16 May 2018	Main Contractor	Jed Moore Construction

Take 5

STOP - Take five minutes before entering a site or situation that you are unfamiliar with or where conditions may have changed. Consider what you are going to be doing and how you are going to do it.

LOOK - Consider your location, potential hazards, whether you will put others at risk by your actions.

ASSESS - What could happen? Consider the likelihood and effect of any hazards. Consider whether there are any controls in place, policies associated or assessments completed for the task and situation. This could include talking to the person responsible for safety at the site or location you are attending. You should always sign in if attending a site and ask if there are any particular hazards that you should know about. Consider whether it would be better to return on another occasion when potential hazardous conditions may have changed.

MANAGE - If it is practicable to do so, put in place controls to mitigate potential hazards and communicate these to the person responsible for safety at the site or location. If there is no responsible party, communicate to head office. If the location is remote check in with head office and advise the likely duration of your activity.

DO - Safely undertake your activities and communicate that you have safely finished.

Note the Trades/Activity observed on site during the Inspection

The Main Contractor was on site during the visit. Concrete pathways and patios have been reinstated. Following major water leak last week carpets have been dried with dehumidifiers and blowers. Skirtings and Gib have been removed in affected areas and replacement works are underway.

Key

✓	Conformance	✗	Non-Conformance	u/v	Unable to be verified	n/a	Not applicable
---	-------------	---	-----------------	-----	-----------------------	-----	----------------

Access Control

✓ or ✗

Is the hazard board displayed? Does it reflect the appropriate hazards? Has it been updated to today's date if work is being undertaken on site? ✓

Is the site office area for reporting obvious from the site entrance? ✓

Is there clearly visible signage outside the site, advising the Main Contractor's name and contact details? ✓

Are the entrance, exit and access ways in tidy condition and clear of materials and waste? ✓

Are there site hoardings in place and is it appropriate for the site? ✓

Is there an access control procedure such as an Induction Procedure and is it being implemented? ✓

Are workers and visitors signing in? ✓

Are the work areas clearly identifiable? ✓

Comments

The site has one entry/exit point. It is well fenced off and has good signage. The Hazard Board is up to date.

CONTRACTOR MANAGEMENT SYSTEM
 SITE INSPECTION RECORD

Documentation Control	✓ or ✗
Is a completed Site Specific Safety Plan (SSSP) on site?	✓
Is the Hazard Register up to date and does it include a risk matrix?	✓
Has a Task Analysis been completed for the works being undertaken on site? Is it signed and dated?	✓
Has a Toolbox Talk been completed as per the frequency stated in the SSSP?	✓
Are Safety Data Sheets and/or the Poison Centre number available on the Emergency Plan?	✓
Has the Main Contractor completed a site assessment/site inspection and/or pre-start assessment?	✓
Is a hazardous substance register onsite and is it kept up to date with all incoming hazardous substances?	N/A
Is the training and competency register available to view and are the Site Safe cards current?	✓
Are any subcontractors on site? Is their SSSP available to be viewed and engaged with?	✓
Is a Traffic Management Plan available for any works that obstruct the flow of traffic and/or pedestrians?	N/A
Comments	
Documentation and the sign-in book are set up in the office which is the main access point of the dwelling.	

Permit to Work/Notifiable Works	✓ or ✗
Are there any notifiable works occurring on site or about to occur on site?	N/A
Is the WorkSafe NZ notification for the works on site? Was at least 24 hours' notice provided to WorkSafe NZ?	N/A
Are any required permits displayed?	N/A
Is there a Task Analysis for all permit work? Are the controls in the analysis are being carried out?	N/A
Comments	
N/A	

Emergency Response	✓ or ✗
Is an Emergency Plan available? Is it complete?	✓
Is the Emergency Plan in an easily viewable area such as taped to the inside of the SSSP folder or top of a safety box, or laminated and attached to a window/fence?	✓
Is there a fire extinguisher available to use? Is it full?	✓
Is a map to the nearest medical centre available to view?	✓
If there is large plant on site is there a spill containment system/unit?	N/A
Comments	
A plastic storage container in the office contains a fire extinguisher, a first aid kit and sunscreen. Two further fire extinguishers are located in the garage.	

Accident/Incident Reporting	✓ or ✗
Is an accident/incident register available to view?	✓
If any accident/incidents have occurred, is the investigation report available to view?	✓
Were any of the incidents notifiable? Is the WorkSafe NZ incident/injury/illness notification form available to view?	N/A
Comments	
There have been no incidents or accidents this reporting period. Previous reporting of incidents/accidents was available for review.	

CONTRACTOR MANAGEMENT SYSTEM
 SITE INSPECTION RECORD

General Safety	✓ or ✗
Are all personnel on site wearing the Personal Protective Equipment (PPE) required by the SSSP/site Hazard board?	✓
Are plant or materials on site stored securely? Do they have permits where required?	✓
If there any fall hazards present (defined as anything in the workplace that could cause an unintended loss of balance or bodily support and result in a fall), are they being managed?	N/A
Is the scaffolding tagged? Has it been checked weekly? Do the scaffolds incorporate fall arrest systems such as edge protection, fall protection covers, travel restraint systems, fall arrest platforms, harness systems or safety nets?	N/A
Are the ladders in good condition? Has the best equipment for the task been selected? Have fall prevention controls been utilised?	✓
Is compressed air equipment in use? If yes, is it operated by a trained user? Is a guard fitted? Is the equipment in good condition? Has a Task Analysis been completed?	N/A
Is the main electrical board lockable, tagged and checked and appear in generally good condition?	✓
Does the SSSP require tools to be tagged? If yes, are they tagged within date? Are they stored correctly and operated by a trained user?	✓
Is lifting equipment in use? Is the certification current? Are operational procedures and an emergency plan in place?	N/A
Comments	
The Contractor's tools/leads are all up to date.	

Site Activity	✓ or ✗
Is dust monitored and controlled (control methods include water or vacuum attachments, frequent cleaning with hoses, water to the blade on saws, dust collection systems on machinery)?	✓
Is a procedure for the management of excess or waste materials in place (such as a designated waste collection area, separation of recycling, schedule for disposal)?	✓
Is lighting and ventilation sufficient, and temperature not excessive?	✓
If workers are being exposed to noise in excess of the exposure standard of 85db (definition – if you have to raise your voice to have a normal conversation when standing a metre apart), are they wearing appropriate PPE?	✓
Has sufficient area been allocated to safely store materials and plant?	✓
Have sufficient facilities been provided for the workers on site (including toilets, washing facilities, changing and rest areas, drinking water and eating areas)?	✓
Has shoring of excavations been designed by an experienced designer? Is there evidence of monitoring?	N/A
Is compressed air equipment is in good condition, being operated by a trained user, and fitted with guards? Has a task analysis been completed?	N/A
Are the WOF on tools current? Is storage is secure? Are they are being operated by trained users?	✓
Is a lift taking place? If yes, is there a lift plan available to view? Is the crane certification current? Is an emergency plan in place?	N/A
Comments	
Painting is ongoing. The site is dust free with good ventilation.	

General Observations/Comments

The site is clean and tidy throughout. Signage was easily identified and good systems are in place for onsite record keeping and planning.

CONTRACTOR MANAGEMENT SYSTEM
SITE INSPECTION RECORD

Deficiencies noted

Item No.	Deficiency	Description/Corrective Action	Date to Rectify	Date Complete
	N/A			

INSPECTED BY	Greg Jarvis
TITLE	Project Manager
COPY TO	Internal Health and Safety Team (healthandsafety@inovo.nz)

Photographs



Site fencing, gate, signage, up to date Hazard Board



Sign in book



SSSP



Tool box meeting minutes

CONTRACTOR MANAGEMENT SYSTEM
SITE INSPECTION RECORD



First aid kit, fire extinguisher



Site inspection checklist



Up to date electrical test tag



Clean and tidy worksite. Worker in correct PPE

Contract Instruction

DATE	21 July 2017
PROJECT	4 Woodbank Road, Hanmer Springs (Managers Residence)
CONTRACTOR	Easyflow Drainage
INSTRUCTION NUMBER	01

DISTRIBUTION

- Sam van der Leij, Inovo
- Geoff Williams, Easyflow Drainage
- Mark Ashby, FMG

Affected Work

Drainage

Description

Please complete the works as listed below:

1. Carry out a CCTV inspection of the storm water and grey water systems, and provide a report.

Invoicing is to be addressed to FMG c/o Inovo Projects quoting claim number 30021011

Programme

N/A

CONTRACT INSTRUCTION VALUE (Excluding GST)	TBC
ADJUSTED TOTAL CONTRACT VALUE	N/A



Greg Jarvis

PROJECT MANAGER



TAX INVOICE

FMG C/O Inovo

Invoice Date
8 Aug 2017

Invoice Number
INV-1945

Reference
4 Woodbank Road,
Hanmer Springs. Claim
number 30021011

GST Number
113-423-927

Easyflow Drainage
PO Box 45
Kaiapoi 7644
NEW ZEALAND
Email:
Easyflowdrains@gmail.co
m
Ph: 021 808 128

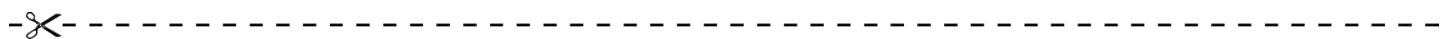
Description	Quantity	Unit Price	Amount NZD
CCTV inspection of sewer and stormwater.	1.00	750.00	750.00
Petrol kms travelled	228.00	0.90	205.20
Establishment fee	1.00	140.00	140.00
		Subtotal	1,095.20
		TOTAL GST 15%	164.28
		TOTAL NZD	1,259.48

Due Date: 15 Aug 2017

Please pay electronically into account 12-3616-0030228-00 or Post a cheque written out to Easyflow Drainage to
Easyflow Drainage
PO Box 45
Kaiapoi 7644

Thank you

Please note: This is a payment claim under the Construction Contracts act 2002.



PAYMENT ADVICE

To: Easyflow Drainage
PO Box 45
Kaiapoi 7644
NEW ZEALAND
Email: Easyflowdrains@gmail.com
Ph: 021 808 128

Customer FMG C/O Inovo
Invoice Number INV-1945

Amount Due **1,259.48**
Due Date 15 Aug 2017

Amount Enclosed

Enter the amount you are paying above



**COMPUTER FREEHOLD REGISTER
UNDER LAND TRANSFER ACT 1952**



R. W. Muir
Registrar-General
of Land

Search Copy

Identifier 168907
Land Registration District Canterbury
Date Issued 14 October 2004

Prior References

148197

Estate Fee Simple
Area 2695 square metres more or less
Legal Description Lot 55 Deposited Plan 341093

Proprietors

Shane Joseph Cundy and Amy Rebecca Bott

Interests

Subject to Section 6 & 8 Mining Act 1971

Subject to Section 5 Coal Mines Act 1979

Subject to Section 3 Petroleum Act 1937

Subject to Section 8 Atomic Energy Act 1945

Subject to Section 261 Coal Mines Act 1979

Subject to Section 3 Geothermal Energy Act 1953

Subject to Part IV A Conservation Act 1987

555510 Proclamation declaring the within land to be a Thermal Water Area - 13.7.1961 at 9:01 am

Appurtenant hereto is a right of way, rights to drain sewage and water, to convey water, electric power and telephonic communications specified in Easement Certificate 5238258.4 - 31.5.2002 at 1:32 pm

The easements specified in Easement Certificate 5238258.4 are subject to Section 243 (a) Resource Management Act 1991

Appurtenant hereto is a right of way, right to drain sewage and water and right to convey water, electric power and telephonic communications created by Easement Instrument 6020019.4 - 27.5.2004 at 9:00 am

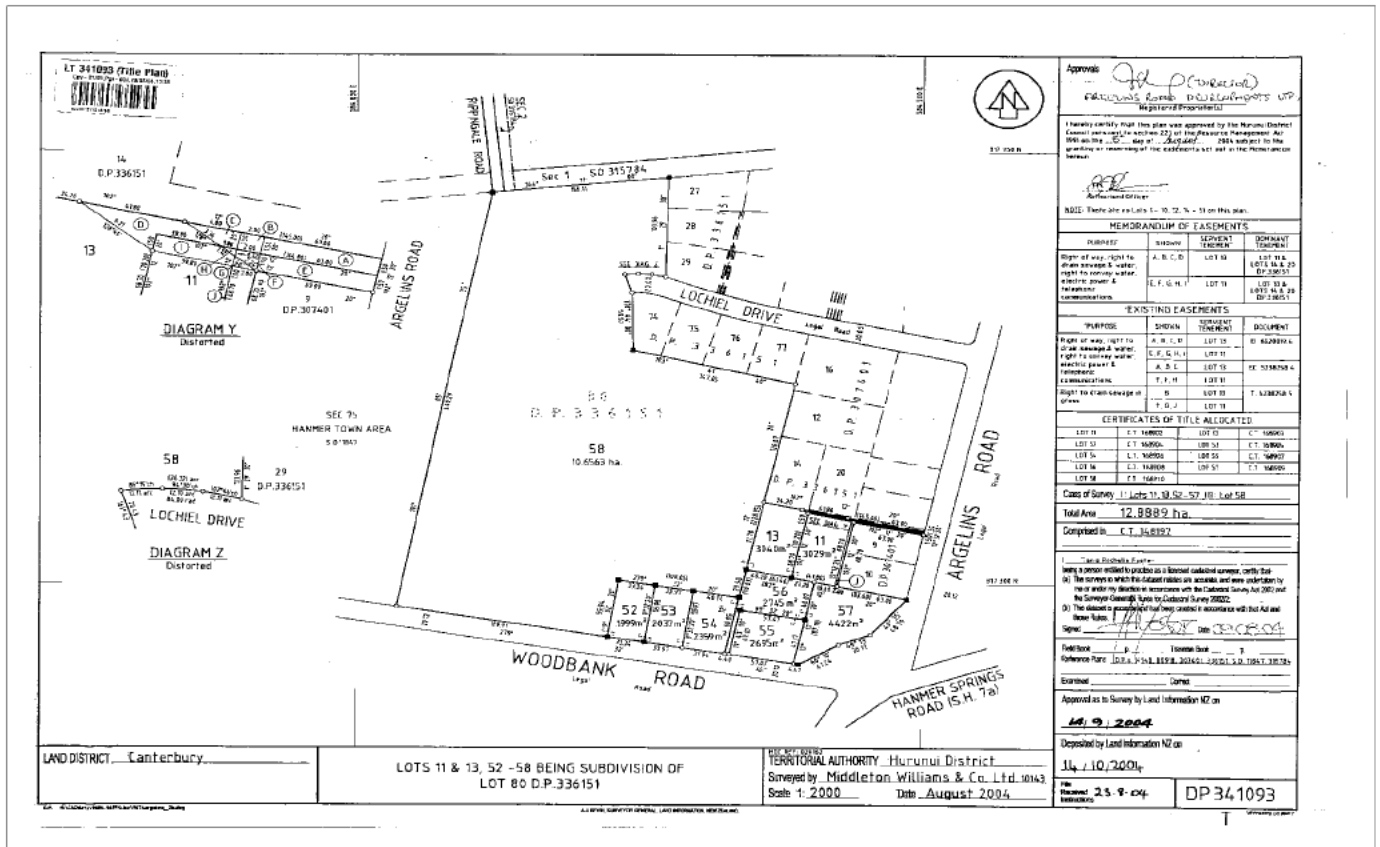
The easements created by Easement Instrument 6020019.4 are subject to Section 243 (a) Resource Management Act 1991

6154470.1 Variation of the conditions of the easement created by Easement Instrument 6020019.4 - 20.9.2004 at 9:00 am

6224326.5 Mortgage to Bank of New Zealand - 23.11.2004 at 9:00 am



Identifier 168907



HURUNUI DISTRICT COUNCIL

P.O. Box 13 | Amberley | 7441 | 66 Carters Road | Amberley | 7410
Phone 03 314-8816 | Fax 03 314-9181 | Email info@hurunui.govt.nz
Web hurunui.govt.nz | facebook.com/HurunuiDistrictCouncil
Skype hdc_customer_services | twitter.com/hurunuidc



Form 7

Code Compliance Certificate

Section 95, Building Act 2004

The building:

Street address of building: 4 Woodbank Road, Hanmer Springs
Legal description of land where building is located: LOT 55 DP 341093
Building name:
Location of building within site/block number:
Level/unit number:
Current, lawful established, use: SH
Year first constructed:

The owner:

Name of owner: Cundy Shane Joseph & Cundy Amy Rebecca
Contact person:
Mailing address: 4 Woodbank Road, Hanmer Springs 7334
Street address/registered office:
Phone number: Daytime: 033157135 Mobile: 0272270236
Landline: Fax number:
Email: hanmerapartments@gmail.com Website:
First point of contact for communications with the council/building consent authority:
Full Name: Inovo Projects Limited
Mailing Address: 122 Montreal Street, Christchurch 8023
Phones:: 0212418851
Email: admin@inovo.nz

Building work:

Building consent number: 170607
Project: EQ2016 - Repair work including minor repairs to cladding and replacement of hard standing areas.
Issued by: Hurunui District Council

Code Compliance:

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

(a) The building work complies with the building consent

Signature:

Position: Building Administration Officer

On behalf of: Hurunui District Council

Date: 25/07/18



Address: PO Box 13, Amberley
Telephone: (03) 314 8816
Facsimile: (03) 314 9181

Inovo Projects Limited
122 Montreal Street
Christchurch 8023

Customer No BC170607
Date 15/02/18
GST Reg No 53-915-477

Tax Invoice 28374

170607 : 4 Woodbank Road, Hanmer Springs
EQ2016 - Repair work including minor repairs to cladding and
replacement of hard standing areas.
Owner: Shane Cundy and Amy Bott

Consent Processing Fee	392.67	*
BRANZ Levy	200.00	OG
DBH Levy	402.00	*
Inspections	170.00	*
Planning/PIM Processing	405.00	*
Consent Admin Fee	142.50	*
BCA Levy	160.00	*
Code Compliance Certificate	200.00	*
Less invoice previously charged	1,500.00	CR*

Continued...

Council's bank account 03-0802-0946666-00



Address: PO Box 13, Amberley
Telephone: (03) 314 8816
Facsimile: (03) 314 9181

Inovo Projects Limited
122 Montreal Street
Christchurch 8023

Customer No BC170607
Date 15/02/18
GST Reg No 53-915-477

Tax Invoice 28374

(* Includes GST)	BEFORE GST	523.62
	GST	48.55
	Sub Total	\$572.17

Total incl GST **\$572.17**

Council's bank account 03-0802-0946666-00

Inovo Projects Limited

Customer No BC170607
Date 15/02/18
Invoice No 28374
Total Due \$572.17



Contract Instruction

DATE	11 June 2018
PROJECT	100 Bank Road – Honeymoon Apartments
CLIENT FOR	Pro Construction Ltd
INSTRUCTION NUMBER	01

DISCUSSION

- Simon van der Leij, Inovo
- [REDACTED] FMG
- Jed Moore, J Moore Construction
- Mark Ashby, FMG

Approved Work

Work to include: Kickboards, Carpet

Description

Please complete the works as per your Variation Quotes dated 2 June 2018:

- 1- Asphalt removal and new asphalt. Measurements varied from the original scope.
- 2- Original scope. Site measurement was 79.1m. Due to difference in thickness of new Bamboo flooring.
- 3- Additional work to Carpet/Bamboo flooring.

c/o Inovo Project Management claim number 30021011

Prepared
 June 2018

SUBSTITUTIONAL (Excluding GST)	3 50 00
CONTRACT VALUE (Excluding GST)	\$ 1,9 0.49

Greg Jarvis

PROJECT MANAGER

QUOTE

fmg c/o inovo projects

Date
2 Jun 2018
Expiry
16 Jun 2018
Quote Number
QU-0101
Reference
4 Woodbank Road, Hanmer Springs
GST Number
108982349

J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Extra asphalt removal and new asphalt to be laid as site measurements varied from the original scope. Original scope was 58.1m2 and site measure was 79.1	21.00	90.00	1,890.00
		Subtotal	1,890.00
		TOTAL NZD	1,890.00



QUOTE

FMG c/o Inovo

Date
 2 Jun 2018
Expiry
 14 Jun 2018
Quote Number
 QU-0102
Reference
 4 Woodbank Road, Hanmer Springs
GST Number
 108982349

J Moore Construction Limited
 Attention: Amy Moore
 6 Rostrevor Place
 Mairehau 8052
 Christchurch
 NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
New kkckboards to Kitchen as old kick boards do not work with the new flooring. Materials	1.00	380.00	380.00
Labour	10.00	55.00	550.00
Travel to site and back	240.00	0.75	180.00
Repair work to the carpet to remedy the height difference.	1.00	750.00	750.00
		Subtotal	1,860.00
		TOTAL GST 15%	279.00
		TOTAL NZD	2,139.00



Address: PO Box 13, Amberley
Telephone: (03) 314 8816
Facsimile: (03) 314 9181

Inovo Projects Limited
122 Montreal Street
Christchurch 8023

Customer No BC170607
Date 28/11/17
GST Reg No 53-915-477

Tax Invoice 27150

BC170607 - Cundy & Bott - Deposit Invoice	1,500.00 *
(* Incl GST \$195.65)	
Sub Total	\$1,500.00

Total incl GST

\$1,500.00

Council's bank account 03-0802-0946666-00

Inovo Projects Limited

Customer No BC170607
Date 28/11/17
Invoice No 27150
Total Due \$1,500.00















Email created 15 December 2016 11:48 PM to send to Shane Cundy (hanmerapartments@gmail.com)

15 December 2016

Claim No. CLM/2016/026078

Shane Cundy
4 WOODBANK ROAD
HANMER SPRINGS

Dear Shane Cundy

Claim No. CLM/2016/026078
Property address: 4 WOODBANK ROAD, HANMER SPRINGS 7334

Thank you for lodging your claim with us recently for damage from the Kaikoura Earthquakes.

The Earthquake Commission (EQC) and a number of private insurers have agreed a new approach for settling claims from the Kaikoura Earthquakes.

Under the agreement private insurers will act as EQC's agents and will receive, assess and settle claims for damage to homes and contents. EQC will continue to take care of land claims. EQC will begin land assessments in early 2017. Where possible land and building damage assessments will take place at the same time.

As a result, if you lodged a building or contents claim with EQC following the Kaikoura Earthquakes we will now transfer this to your private insurer, FMG (Farmers Mutual).

The new approach does not change your entitlements under the Earthquake Commission Act 1993.

For questions about your home or contents claim, please contact FMG (Farmers Mutual).

For land queries, or if you have any questions about why your claim will be managed by your private insurer, please call EQC on 0800 326 243 between the hours of 7am to 9pm Monday to Friday, and 8am to 6pm on Saturday, or email us at info@eqc.govt.nz. Please have your claim number ready when you contact us.

As a result of these new arrangements, EQC has updated its Privacy Statement to explain that some Insurers may lodge your claims information on the Insurance Claims Register. If you do not want this to happen then please contact your Insurer directly.

You can get more information about the Kaikoura earthquake on the EQC website at www.eqc.govt.nz/kaikoura.

Yours sincerely

Trish Keith
GM Customer and Claims

Email created 23 November 2016 01:33 AM to send to Shane Cundy (hanmerapartments@gmail.com)

23 November 2016

Claim No. CLM/2016/026078

Shane Cundy
4 WOODBANK ROAD
HANMER SPRINGS

Dear Shane Cundy

On behalf of Shane Cundy

Regarding damage at 4 WOODBANK ROAD, HANMER SPRINGS

Thank you for submitting your claim to EQC for natural disaster damage caused on 14 November 2016. We are sorry to hear that you suffered damage to your property and we will do all we can to make resolving your claim with us easy.

Your claim number is CLM/2016/026078. To help the processing of your claim, if you need to contact us in future, please quote this claim number.

On the www.eqc.govt.nz website you will also find more information and useful documents to assist you with your claim. If you require a copy of these documents, including the following, please call 0800 DAMAGE (0800 326 243) and we will send these to you:

- *Householders' Guide to EQCover*
<http://www.eqc.govt.nz/what-we-do/eqc-insurance/householders-guide>
This document outlines the cover provided by the Earthquake Commission Act 1993, excess payments and what to do if you need to make urgent repairs to ensure your home is safe, sanitary, and secure
- *A Guide to Making a Claim with EQC*
<http://www.eqc.govt.nz/claims/make-claim/guide>
This document provides you with information about EQC's entire claim process

Check your claim details

Please take the time to check if the information you submitted when lodging your claim is correct and advise us if any amendments are required.

Refer to the *Claim Details held by EQC* section of this letter for confirmation of your claim details.

Making homes safe

If you need to take action to make your home safe, sanitary, and secure, record the work done, take photographs where appropriate, and keep a copy of any bills paid. Reimbursement for temporary or urgent repairs is subject to EQC acceptance of a valid claim. Visit www.eqc.govt.nz for more information on what to do first after a natural disaster.

Contents Claim

If you are claiming for damage to your contents, please read the enclosed contents checklist thoroughly and complete the [Schedule of Contents](#) form.

Insurance Cover

For EQCover to apply, you will need to be covered with a private insurer with a dwelling or contents policy (that includes fire insurance) in force at the time of your loss. We need to have your private insurer confirm to us that insurance cover was in place at the time you sustained natural disaster damage before we can progress your claim.

If you have not provided the name of your private insurer or insurance policy number, please contact us to provide this information or take the attached [Insurance Certificate form](#) to your insurer to complete and return it to EQC.

If you have already provided us your private insurer details, we have sent the details to your private insurer for validation.

Claim Manager

A Claim Manager and Assessor will be assigned to your claim and will be in contact with you. They will discuss the natural disaster damage to your property and how your claim will be assessed. If, as part of your assessment we need to visit your home, EQC staff will phone you to arrange a time that suits you. EQC Assessors are required to carry photo identification.

How to contact us

You can contact us by [email](#) or call 0800 DAMAGE (0800 326 243) international call +64 4 978 6400. Our contact centre operating hours are 7am to 9pm Monday to Friday, and 8am to 6pm on Saturday.

Yours sincerely,

Trish Keith

General Manager, Customer and Claims

Provision of Information

Pursuant to clause 7 of the Third Schedule to the Earthquake Commission Act 1993, the Commission will require you to provide information about all insurances covering your property, and documents and information relating to your claim and the origin and cause of the natural disaster damage. Any personal information provided by you will be held securely by the Commission, and its agents and advisers as necessary, for the purpose of resolving your claim. You are entitled to have access to, and request correction of, personal information held by the Commission.

For more information about how EQC manages customer information, please see our Privacy Policy on our website: www.eqc.govt.nz/about-this-site/privacy

Claim details held by EQC

Property Owner	Shane Cundy
Joint Owner	Amy Cundy
Damage Location	4 WOODBANK ROAD, HANMER SPRINGS

Property Type	Main home
Postal Address	4 WOODBANK ROAD, HANMER SPRINGS
Dwelling Insurer	FMG (Farmers Mutual)
Contents Insurer	FMG (Farmers Mutual)
Phone Home	03-315-7135
Work	03-315-7135
Mobile	027 -227-0236
Contact Person	Shane Cundy
Damage Date	14 November 2016
Event	
Damage Reported	Foundation, Interior Walls/Doors, Contents

Checklist

Claiming for your damaged contents

When you make a claim for damaged contents, you need to do the following:

- Fill in the [Schedule of Contents](#) form (on the following page), listing your damaged items. Include the make, model and serial number.
If you need extra pages you can get them from our website: <http://www.eqc.govt.nz/claims/make-claim/contents-claim> or by calling: 0800 DAMAGE (0800 326 243)
- Photograph all of your damaged items (if possible)
- Include valuations, quotations and receipts for items of significant value (greater than \$500). Your retailer will have records for recent items you have purchased. The more information you can provide, the better.
- Ensure you include your claim number on the Schedule of Contents form, and all other supporting documents (e.g. photos, valuations) you send to EQC.
- Keep all damaged items, especially those of significant value (greater than \$500); in case we need to inspect them.
- We request that you do not throw any of the damaged items away unless they are perishable or dangerous. If you throw away any perishable or dangerous items please take photos of these items. EQC may need to inspect the items you have kept or the photographic evidence of items destroyed before your claim can be approved.
- EQC covers the cost of removal or disposal of damaged contents. To claim back disposal costs, please send your receipts to EQC, noting your claim number on the receipt.

Send your completed Schedule of Contents form and all additional information to:

National Claims Team
Earthquake Commission
PO Box 311
Wellington 6140

Scan and email: claims@eqc.govt.nz claims@eqc.govt.nz



TAX INVOICE

FMG C/O Inovo

Invoice Date
8 Aug 2017

Invoice Number
INV-1945

Reference
4 Woodbank Road,
Hanmer Springs. Claim
number 30021011

GST Number
113-423-927

Easyflow Drainage
PO Box 45
Kaiapoi 7644
NEW ZEALAND
Email:
Easyflowdrains@gmail.co
m
Ph: 021 808 128

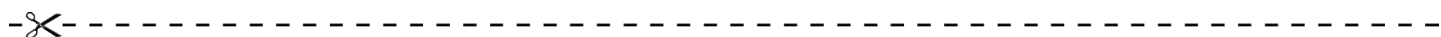
Description	Quantity	Unit Price	Amount NZD
CCTV inspection of sewer and stormwater.	1.00	750.00	750.00
Petrol kms travelled	228.00	0.90	205.20
Establishment fee	1.00	140.00	140.00
		Subtotal	1,095.20
		TOTAL GST 15%	164.28
		TOTAL NZD	1,259.48

Due Date: 15 Aug 2017

Please pay electronically into account 12-3616-0030228-00 or Post a cheque written out to Easyflow Drainage to
Easyflow Drainage
PO Box 45
Kaiapoi 7644

Thank you

Please note: This is a payment claim under the Construction Contracts act 2002.



PAYMENT ADVICE

To: Easyflow Drainage
PO Box 45
Kaiapoi 7644
NEW ZEALAND
Email: Easyflowdrains@gmail.com
Ph: 021 808 128

Customer FMG C/O Inovo
Invoice Number INV-1945

Amount Due **1,259.48**
Due Date 15 Aug 2017

Amount Enclosed

Enter the amount you are paying above

From: Mark Ashby
Sent: Thursday, 7 June 2018 11:20 a.m.
To: hanmerapartments@gmail.com
Subject: RE: Welcome home

Hi Shane & Amy

I hope you have settled back in with-out any hiccups, I presume the unpacking will be an going thing along with finding things that are normally at your fingertips.

We have received and paid the final storage invoice. I will come back up for the final time when we complete the final sign off.

If there any immediate concerns in the meantime don't hesitate to contact me.

You will note your next electricity account will spike due to the drying equipment used to dry the dwelling, I am waiting for a power usage report from Jae so we can reimburse you so don't panic when you open your power bill.

Kind regards Mark

From: Mark Ashby
Sent: Tuesday, 27 February 2018 8:24 a.m.
To: hanmerapartments@gmail.com
Subject: RE: Excess-FMG & EQC

Morning Shane & Amy

Getting close to the big day now, (beginning repairs).

Can I ask you to arrange payment in relation the EQC and FMG excess's.

The EQC excess being \$1,150.00 (1% of the contribution from EQC) Inclusive of GST, and the FMG excess being \$500.00 inclusive.

Total amount \$1,650.00

We would normally pay out the EQC contribution to you and deduct the excess from the payment, as this is a managed repair once you have paid the excess's all repair invoices will be paid by FMG to keep things tidy and easier for you.

Bank details:

FMG Insurance LTD - 02 0727 0038720 00

Please use the claim number as a reference – 30021011

If you could arrange payment prior to repair beginning that would be appreciated.

Please contact me should you have any queries.

Regards Mark

From: Mark Ashby
Sent: Thursday, 8 June 2017 11:48 a.m.
To: 'peter.moody@flooringextra.co.nz'
Subject: RE: Hanmer Apartments

Hi Peter

As discussed can you please arrange to pull back the carpets so we can inspect the floors / concrete pad in the rooms below, we are looking for earthquake damage. Your job is to pull the carpet back, photograph any cracking and re-lay the carpet.

The garage floor is an example of the cracking we can see, I'm of the opinion the cracking is very likely to be in other areas of the foundation.

Once we have established the extent of damage I can make a decision of how to proceed.

Can you pull back the carpet in the main bedroom (from the wall nearest the garage)
The living area, either side of the timber kitchen flooring and 1 other random bedroom.

If you can please liaise with Shane and Amy regarding the above, you will have their contact details.

Claim reference-30021230

Please accept this email as a job request, please send your invoice directly to me.

Regards Mark

From: Greg Jarvis <greg@inovo.nz>
Sent: Monday, 16 July 2018 11:13 a.m.
To: Mark Ashby
Subject: RE: Hanmer Apartments

Just spoke to Jed, he was there on Friday, second/final coat going on to bath repair today, and the painter is there as well completing a few bits and pieces. Should be all done tonight. Now waiting for HDC to issue the Code Compliance Cert before we can sort final Invoice/Final Completion Certificate. Will chase up HDC again today.

Cheers,
Greg

From: Mark Ashby [<mailto:mark.ashby@fmg.co.nz>]
Sent: Monday, 16 July 2018 10:47 a.m.
To: Greg Jarvis
Subject: RE: Hanmer Apartments

Hey Greg
Any word on the bath repair?

Cheers



Mark Ashby
Senior Assessor
Ph:
Mb: 027 577 7623
Call FMG Free: 0800 366 466

Follow us on



33 Arena Avenue, Invercargill, 9810 | PO Box 173 | Invercargill 9840 |

This email and any attachments is private and confidential. If you receive this email in error, please notify us and delete the email from your system. Read our full disclosure [here](#). FMG is a Qualifying Financial Entity (QFE). A full disclosure statement is available free of charge from www.fmg.co.nz or by calling 0800 366 466.

Please consider the environment before printing this email.

sed under the Official Information Ac









sed under the Official Information Ac







sed under the Official Information Act



Hanmer Apartments

2 BEDROOM TOURIST UNITS

Inspections welcome



Vacancy











Office
↑

WATER USE
100-10



sed under the Official Information Ac









tiles Ltd



CAUTION







sed under the Official Information Act















sed under the Official Information Act





sed under the Official Information Act





Contract Instruction

DATE	21 July 2017
PROJECT	4 Woodbank Road, Hanmer Springs
CONTRACTOR	Synergy Building Consultants
INSTRUCTION NUMBER	01

DISTRIBUTION

- Sam van der Leij, Inovo
- Mark Ashby, FMG
- Justin Murphy, Synergy Building Consultants

Affected Work

Roofing

Description

Please complete the works as listed below:

1. Please carry out a drone inspection to all roofing surfaces and its fixings, and provide a report.

Invoicing is to be addressed to FMG c/o Inovo Projects quoting claim number 30021011

Programme

N/A

CONTRACT INSTRUCTION VALUE (Excluding GST)	TBC
ADJUSTED TOTAL CONTRACT VALUE	N/A



Greg Jarvis

PROJECT MANAGER



TAX INVOICE 510010852

GST Reg: 63-101-095

DATE : 23/08/2017

Farmers' Mutual Goup

Level 5, Grant House,

215 Lambton Quay

Wellington 4012

Job Number : 5134568

Debtor Number : 5106149

Invoice To : 23/08/2017

Attn : [REDACTED]

FMG Inovo - Post EQ Assessment Works

Detailed Scope site visit and reporting for house at 4 Woodbank Rd

Claim No.: 30021011-1

This Invoice	Qty	Rate	Value
G.Shepherd	3.50	240.00	\$840.00
A.McMenamin	1.00	240.00	\$240.00
A.Cayzer	18.00	180.00	\$3,240.00
TOTAL (EXCLUDING GST)			\$4,320.00
GST			\$648.00
THIS TAX INVOICE			\$4,968.00

All payments to Westpac Banking Corporation
Bank and Branch: 03-1506 Account No: 0110332-00
 Please quote your "Debtor Number" shown above as reference for the payments.
 This invoice is due within 14 days of the invoice date.

TAX INVOICE

COPY



Nationwide Removal Company Limited
G.S.T: 105 895 542

FMG Claims Dept
Po Box 1943
Palmerston North Central 4440

Palmerston North

INVOICE NO: CC00432118
REMOVAL NO: 52757
ACCOUNT NO: 00103962
INVOICE DATE: 28/03/18
ORDER NO: 30021011

DETAILS: Shane & Amy Cundy ex 4 Woodbank Rd, Hanmer Springs to storage and returned once repairs completed

6 weeks storage 17/3/18 - 28/4/18 @ \$76/week + GST)

Claim # 30021011

balance to be invoiced on return to residence

UPLIFT NO: 1	DELIVERY NO: 1
UPLIFT DATE: 17/03/18	DELIVERY DATE: 17/03/18
NAME: Mr S Cundy	NAME: Mr S Cundy
UPLIFT: Hanmer Springs 7334	DELIVERY: Hanmer Springs 7334

OP	ITEM	ADDITIONAL DETAILS	AMOUNT \$
51	Removal Fee		3,333.00
71	Store Rental	6 weeks @ \$76.00 / week	456.00
TOTAL (EXCLUDING GST)			NZD 3,789.00
GST			NZD 568.35
TOTAL (INCLUDING GST)			NZD 4,357.35

PAYMENT DETAILS

PAYMENT TYPE: Cash on Uplift
CARD NO: _____ **EXPIRY:** _____ **CVV:** _____

PAID: \$0.00

Payment Terms: Payment is required on receipt of invoice.
Queries: Within New Zealand, phone 0800 472 2369
Outside New Zealand, phone +64 4 5684299

PLEASE SEND YOUR PAYMENT TO:
 GRACE REMOVALS GROUP LIMITED
PO BOX 38500
WELLINGTON, NEW ZEALAND

EFT - We welcome payment via Electronic Funds Transfer (EFT) direct to the following bank account:
Bank: Bank of New Zealand Branch: Auckland - BNZ House, 80 Queen Street, Auckland Central
Account No: 02-0100-0351107-000 Account Name: Grace Removals Group Limited
Swift Code: BKNZ22

Please ensure confirmation of the deposit is sent to Sydney +61 2 9838 5753 (FAX) or nzefit@grace.com.au (EMAIL).

TAX INVOICE

Farmers Mutual Group - North Canterbury
 PO Box 521
 Wellington
 NEW ZEALAND

Date 31 Oct 2017
 GST Number 104-674-674
 Tax Invoice: 14096



Attention teri.burns@fmg.co.nz

For the period ending 31 Oct 2017

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Phase 2 - Design and Tendering

Greg Jarvis	3.20	130.00	416.00
Kay (Giwon) Lee	10.50	130.00	1,365.00
Matt Cain	0.75	155.00	116.25
Sam van der Leij	0.55	155.00	85.25
Total for Phase 2 - Design and Tendering	15.00		1,982.50
Architecture Fee			165.00

Invoice Total	2,147.50
Plus GST 15.00%	322.13
Grand Total	2,469.63

Please note that payment is due 20th of the month following date of invoice



Farmers Mutual Group - North Canterbury	Invoice No -	14096
	Due Date -	20 Nov 2017
	Amount Due -	2,469.63

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
 PO Box 521
 Wellington
 NEW ZEALAND

Date 31 Mar 2018
 GST Number 104-674-674
 Tax Invoice: 18137



Attention teri.burns@fmg.co.nz

For the period ending 31 Mar 2018

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Phase 3 - Rebuild / Remediation

Alex Nicholls	0.50	110.00	55.00
Greg Jarvis	18.25	130.00	2,372.50
Marcus Deedman	2.00	155.00	310.00
Merybeth Aquino	1.50	110.00	165.00
Sam van der Leij	0.60	155.00	93.00
Total for Phase 3 - Rebuild / Remediation	22.85		2,995.50
Mileage @ 77c			241.01

Invoice Total	3,236.51
Plus GST 15.00%	485.48
Grand Total	3,721.99

Please note that payment is due 20th of the month following date of invoice

Farmers Mutual Group - North Canterbury

Invoice No - 18137
 Due Date - 20 Apr 2018
 Amount Due - 3,721.99

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
PO Box 521
Wellington
NEW ZEALAND

Date 30 Jun 2017
GST Number 104-674-674
Tax Invoice: 9976



Attention teri.burns@fmg.co.nz

For the period ending 30 Jun 2017

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Phase 1 - Scoping

David Lang	0.50	180.00	90.00
Greg Jarvis	0.25	130.00	32.50
Kim Wilkinson	0.25	110.00	27.50
Merybeth Aquino	0.25	110.00	27.50
Sam van der Leij	0.50	155.00	77.50
Total for Phase 1 - Scoping	1.75		255.00

Invoice Total	255.00
Plus GST 15.00%	38.25
Grand Total	293.25

Please note that payment is due 20th of the month following date of invoice

Farmers Mutual Group - North Canterbury

Invoice No - 9976
Due Date - 20 Jul 2017
Amount Due - 293.25

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
 PO Box 521
 Wellington
 NEW ZEALAND

Date 31 Jul 2017
 GST Number 104-674-674
 Tax Invoice: 10687



Attention teri.burns@fmg.co.nz

For the period ending 31 Jul 2017

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Claim Brief Review

David Lang	0.50	180.00	90.00
Susannah Findlay	0.25	125.00	31.25
Total for Claim Brief Review	0.75		121.25

Phase 1 - Scoping

Greg Jarvis	13.60	130.00	1,768.00
Kay (Giwon) Lee	7.25	130.00	942.50
Matt Cain	0.25	155.00	38.75
Paul Wilkinson	0.50	130.00	65.00
Sam van der Leij	5.50	155.00	852.50
Total for Phase 1 - Scoping	27.10		3,666.75

Architecture Fee			2,431.00
Mileage @ 77c			205.59

Invoice Total	6,424.59
Plus GST 15.00%	963.69
Grand Total	7,388.28

Please note that payment is due 20th of the month following date of invoice

Farmers Mutual Group - North Canterbury

Invoice No - 10687
 Due Date - 20 Aug 2017
 Amount Due - 7,388.28

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
 PO Box 521
 Wellington
 NEW ZEALAND

Date 31 Aug 2017
 GST Number 104-674-674
 Tax Invoice: 11619



Attention teri.burns@fmg.co.nz

For the period ending 31 Aug 2017

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Claim Brief Review

David Lang	0.75	180.00	135.00
Kate Foister	0.25	110.00	27.50
Total for Claim Brief Review	1.00		162.50

Phase 1 - Scoping

Greg Jarvis	12.85	130.00	1,670.50
Roy Grady	0.20	155.00	31.00
Sam van der Leij	2.00	155.00	310.00
Susannah Findlay	0.75	125.00	93.75
Total for Phase 1 - Scoping	15.80		2,105.25
Architecture Fee			436.00

Invoice Total	2,703.75
Plus GST 15.00%	405.56
Grand Total	3,109.31

Please note that payment is due 20th of the month following date of invoice



Farmers Mutual Group - North Canterbury

Invoice No - 11619
 Due Date - 20 Sep 2017
 Amount Due - 3,109.31

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
PO Box 521
Wellington
NEW ZEALAND

Date 31 Dec 2017
GST Number 104-674-674
Tax Invoice: 16333



Attention teri.burns@fmg.co.nz

For the period ending 31 Dec 2017

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Phase 2 - Design and Tendering

Greg Jarvis	2.85	130.00	370.50
Total for Phase 2 - Design and Tendering	2.85		370.50
Architecture Fee			407.00

Invoice Total	777.50
Plus GST 15.00%	116.63
Grand Total	894.13

Please note that payment is due 20th of the month following date of invoice

Farmers Mutual Group - North Canterbury

Invoice No -	16333
Due Date -	20 Jan 2018
Amount Due -	894.13

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
 PO Box 521
 Wellington
 NEW ZEALAND

Date 30 Apr 2018
 GST Number 104-674-674
 Tax Invoice: 18562



Attention teri.burns@fmg.co.nz

For the period ending 30 Apr 2018

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Phase 3 - Rebuild / Remediation

Alex Nicholls	1.75	110.00	192.50
Greg Jarvis	21.00	130.00	2,730.00
Marcus Deedman	1.50	155.00	232.50
Sam van der Leij	0.55	155.00	85.25
Total for Phase 3 - Rebuild / Remediation	24.80		3,240.25
Mileage @ 77c			113.96

Invoice Total	3,354.21
Plus GST 15.00%	503.13
Grand Total	3,857.34

Please note that payment is due 20th of the month following date of invoice



Farmers Mutual Group - North Canterbury

Invoice No - 18562
 Due Date - 20 May 2018
 Amount Due - 3,857.34

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
 PO Box 521
 Wellington
 NEW ZEALAND

Date 31 May 2018
 GST Number 104-674-674
 Tax Invoice: 18799



Attention teri.burns@fmg.co.nz

For the period ending 31 May 2018

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Phase 3 - Rebuild / Remediation

Alex Nicholls	0.50	110.00	55.00
Greg Jarvis	30.25	130.00	3,932.50
Jonathan Dale	0.25	130.00	32.50
Marcus Deedman	0.50	155.00	77.50
Merybeth Aquino	0.50	110.00	55.00
Sam van der Leij	0.85	155.00	131.75
Total for Phase 3 - Rebuild / Remediation	32.85		4,284.25
Mileage @ 77c			246.78

Invoice Total	4,531.03
Plus GST 15.00%	679.65
Grand Total	5,210.68

Please note that payment is due 20th of the month following date of invoice

Farmers Mutual Group - North Canterbury

Invoice No - 18799
 Due Date - 20 Jun 2018
 Amount Due - 5,210.68

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

TAX INVOICE

Farmers Mutual Group - North Canterbury
PO Box 521
Wellington
NEW ZEALAND

Date 31 Jul 2018
GST Number 104-674-674
Tax Invoice: 19133



Attention teri.burns@fmg.co.nz

For the period ending 31 Jul 2018

12185-1 - 4 Woodbank Road - Manager's Residence - FMG 30021011

Final Invoice

Phase 3 - Rebuild / Remediation

Greg Jarvis	9.50	130.00	1,235.00
Marcus Deedman	0.25	155.00	38.75
Sam van der Leij	1.25	155.00	193.75
Total for Phase 3 - Rebuild / Remediation	11.00		1,467.50
Defects Liability Agreed Fee			1,345.00

Invoice Total	2,812.50
Plus GST 15.00%	421.88
Grand Total	3,234.38

Please note that payment is due 20th of the month following date of invoice

Farmers Mutual Group - North Canterbury

Invoice No - 19133
Due Date - 20 Aug 2018
Amount Due - 3,234.38

Payment can be made via Direct Credit to:- 02 0865 0058586 000

Thank you for your business

New Claim Set Up

CLAIM NUMBER/REFERENCE	30021011 Managers Residence
Exposure/Number	Exposure 1
Client Name	Hanmer Apartments
Best Contact Person (if different)	Shane Cundy
Contact Details (telephone, email)	03-315-7135 027-227-0236 hanmerapartments@gmail.com
Situation of Loss/Property Address	4 Woodbank Road, Hanmer Springs 7334
Policy # / Renewal Date	259332 26/06/2017
Cover Type/ Floor Area (Sq.m) (Full replacement / nominated sum)	Nominated Replacement Sum Insured - \$2,426,970.10
Imposed Terms	Cover under this policy is extended to automatically include the following: (a) This policy is extended to insure the manager's domestic residence situated on the motel premises. (b) Cover for this residence is as per the FMG House Policy. (c) Cover for this residence is extended to automatically include the Matching Floor Coverings Optional Benefit, whereby "house" refers to the manager's residence. (d) An excess of \$300 applies to each and every claim made under this imposed term. This excess is not to be added to the *excess on the certificate.
Description of Loss (Number and description of structures to assess, initial damage as reported)	EQ Damage - The extent of cracking to the foundation combined with the movement of the kitchen joinery are a concern, we are possibly dealing with more than superficial damage.
Assessor Contact Details	Mark Ashby – 027-577-7623 Mark.Ashby@fmg.co.nz
Exclusions (other structures on property not covered by policy)	
Known Hazards	

(e.g. power lines currently down, flooding)	
Access to Property Notes (if unusual or if known)	
Special Instructions	

Email created 15 December 2016 11:48 PM to send to Shane Cundy (hanmerapartments@gmail.com)

15 December 2016

Claim No. CLM/2016/026078

Shane Cundy
4 WOODBANK ROAD
HANMER SPRINGS

Dear Shane Cundy

Claim No. CLM/2016/026078
Property address: 4 WOODBANK ROAD, HANMER SPRINGS 7334

Thank you for lodging your claim with us recently for damage from the Kaikoura Earthquakes.

The Earthquake Commission (EQC) and a number of private insurers have agreed a new approach for settling claims from the Kaikoura Earthquakes.

Under the agreement private insurers will act as EQC's agents and will receive, assess and settle claims for damage to homes and contents. EQC will continue to take care of land claims. EQC will begin land assessments in early 2017. Where possible land and building damage assessments will take place at the same time.

As a result, if you lodged a building or contents claim with EQC following the Kaikoura Earthquakes we will now transfer this to your private insurer, FMG (Farmers Mutual).

The new approach does not change your entitlements under the Earthquake Commission Act 1993.

For questions about your home or contents claim, please contact FMG (Farmers Mutual).

For land queries, or if you have any questions about why your claim will be managed by your private insurer, please call EQC on 0800 326 243 between the hours of 7am to 9pm Monday to Friday, and 8am to 6pm on Saturday, or email us at info@eqc.govt.nz. Please have your claim number ready when you contact us.

As a result of these new arrangements, EQC has updated its Privacy Statement to explain that some Insurers may lodge your claims information on the Insurance Claims Register. If you do not want this to happen then please contact your Insurer directly.

You can get more information about the Kaikoura earthquake on the EQC website at www.eqc.govt.nz/kaikoura.

Yours sincerely

Trish Keith
GM Customer and Claims

Email created 23 November 2016 01:33 AM to send to Shane Cundy (hanmerapartments@gmail.com)

23 November 2016

Claim No. CLM/2016/026078

Shane Cundy
4 WOODBANK ROAD
HANMER SPRINGS

Dear Shane Cundy

On behalf of Shane Cundy

Regarding damage at 4 WOODBANK ROAD, HANMER SPRINGS

Thank you for submitting your claim to EQC for natural disaster damage caused on 14 November 2016. We are sorry to hear that you suffered damage to your property and we will do all we can to make resolving your claim with us easy.

Your claim number is CLM/2016/026078. To help the processing of your claim, if you need to contact us in future, please quote this claim number.

On the www.eqc.govt.nz website you will also find more information and useful documents to assist you with your claim. If you require a copy of these documents, including the following, please call 0800 DAMAGE (0800 326 243) and we will send these to you:

- *Householders' Guide to EQCover*
<http://www.eqc.govt.nz/what-we-do/eqc-insurance/householders-guide>
This document outlines the cover provided by the Earthquake Commission Act 1993, excess payments and what to do if you need to make urgent repairs to ensure your home is safe, sanitary, and secure
- *A Guide to Making a Claim with EQC*
<http://www.eqc.govt.nz/claims/make-claim/guide>
This document provides you with information about EQC's entire claim process

Check your claim details

Please take the time to check if the information you submitted when lodging your claim is correct and advise us if any amendments are required.

Refer to the *Claim Details held by EQC* section of this letter for confirmation of your claim details.

Making homes safe

If you need to take action to make your home safe, sanitary, and secure, record the work done, take photographs where appropriate, and keep a copy of any bills paid. Reimbursement for temporary or urgent repairs is subject to EQC acceptance of a valid claim. Visit www.eqc.govt.nz for more information on what to do first after a natural disaster.

Contents Claim

If you are claiming for damage to your contents, please read the enclosed contents checklist thoroughly and complete the [Schedule of Contents](#) form.

Insurance Cover

For EQCover to apply, you will need to be covered with a private insurer with a dwelling or contents policy (that includes fire insurance) in force at the time of your loss. We need to have your private insurer confirm to us that insurance cover was in place at the time you sustained natural disaster damage before we can progress your claim.

If you have not provided the name of your private insurer or insurance policy number, please contact us to provide this information or take the attached [Insurance Certificate form](#) to your insurer to complete and return it to EQC.

If you have already provided us your private insurer details, we have sent the details to your private insurer for validation.

Claim Manager

A Claim Manager and Assessor will be assigned to your claim and will be in contact with you. They will discuss the natural disaster damage to your property and how your claim will be assessed. If, as part of your assessment we need to visit your home, EQC staff will phone you to arrange a time that suits you. EQC Assessors are required to carry photo identification.

How to contact us

You can contact us by [email](#) or call 0800 DAMAGE (0800 326 243) international call +64 4 978 6400. Our contact centre operating hours are 7am to 9pm Monday to Friday, and 8am to 6pm on Saturday.

Yours sincerely,

Trish Keith

General Manager, Customer and Claims

Provision of Information

Pursuant to clause 7 of the Third Schedule to the Earthquake Commission Act 1993, the Commission will require you to provide information about all insurances covering your property, and documents and information relating to your claim and the origin and cause of the natural disaster damage. Any personal information provided by you will be held securely by the Commission, and its agents and advisers as necessary, for the purpose of resolving your claim. You are entitled to have access to, and request correction of, personal information held by the Commission.

For more information about how EQC manages customer information, please see our Privacy Policy on our website: www.eqc.govt.nz/about-this-site/privacy

Claim details held by EQC

Property Owner	Shane Cundy
Joint Owner	Amy Cundy
Damage Location	4 WOODBANK ROAD, HANMER SPRINGS

Property Type	Main home
Postal Address	4 WOODBANK ROAD, HANMER SPRINGS
Dwelling Insurer	FMG (Farmers Mutual)
Contents Insurer	FMG (Farmers Mutual)
Phone Home	03-315-7135
Work	03-315-7135
Mobile	027 -227-0236
Contact Person	Shane Cundy
Damage Date	14 November 2016
Event	
Damage Reported	Foundation, Interior Walls/Doors, Contents

Checklist

Claiming for your damaged contents

When you make a claim for damaged contents, you need to do the following:

- Fill in the [Schedule of Contents](#) form (on the following page), listing your damaged items. Include the make, model and serial number.
If you need extra pages you can get them from our website: <http://www.eqc.govt.nz/claims/make-claim/contents-claim> or by calling: 0800 DAMAGE (0800 326 243)
- Photograph all of your damaged items (if possible)
- Include valuations, quotations and receipts for items of significant value (greater than \$500). Your retailer will have records for recent items you have purchased. The more information you can provide, the better.
- Ensure you include your claim number on the Schedule of Contents form, and all other supporting documents (e.g. photos, valuations) you send to EQC.
- Keep all damaged items, especially those of significant value (greater than \$500); in case we need to inspect them.
- We request that you do not throw any of the damaged items away unless they are perishable or dangerous. If you throw away any perishable or dangerous items please take photos of these items. EQC may need to inspect the items you have kept or the photographic evidence of items destroyed before your claim can be approved.
- EQC covers the cost of removal or disposal of damaged contents. To claim back disposal costs, please send your receipts to EQC, noting your claim number on the receipt.

Send your completed Schedule of Contents form and all additional information to:

National Claims Team
Earthquake Commission
PO Box 311
Wellington 6140

Scan and email: claims@eqc.govt.nz claims@eqc.govt.nz

13 June 2017

Hanmer Apartments
4 Woodbank Road
Hanmer Springs 7334



FMG Claims
FMG House, 55 The Square
PO Box 1943, Palmerston North Central, Palmerston North 4440
tel 0800 366 466 fax 06 356 4603
email claims@fmg.co.nz

Dear Shane & Amy,

Requested information not received

Claim Number: 30030241
Item Description: Contents & Plant

Further to you lodging the above claim with FMG, we required you to send us some additional information to support your request.

This letter is to let you know that we're yet to receive this information.

If you would still like to go ahead with your claim then please send your Completed Schedule to claims@fmg.co.nz or FMG Claims Service, Po Box 1943, Palmerston North. If we don't receive this information or hear from you within 28 days of the date of this letter, we'll put our claim on hold.

If you have any questions, please feel free to contact me, Amanda Mulcahy on 0800 366 466, option 1, extension 5271. You can also email us at claims@fmg.co.nz.

Please include the claim number in the subject line of your email.

Yours sincerely,

Claims Team
FMG

NZS 3910:2013 Conditions of contract for building and civil engineering construction

Schedule 15 – Practical Completion Certificate

This Practical Completion Certificate is issued under 10.4.3(a) or 10.4.4.

Contract for	4 Woodbank Road, Hanmer Springs 7334	<i>(Contract name and number if applicable)</i>
Principal	Hanmer Apartments	<i>(Insert name of Principal)</i>
Contractor	J Moore Construction	<i>(Insert name of Contractor)</i>

This certificate relates to:

- (a) The whole of the Contract Works referred to above;
- (b) The following Separable Portion
(Specify Separable Portion if applicable)

Receipt of the Contractor's notice dated [Click to enter a date](#) and issued in accordance with 10.4.2 is acknowledged.

In accordance with 10.4.3(a) or 10.4.4 *(select one)*, the Engineer certifies that the Contract Works or Separable Portion to which this certificate relates qualify for a Practical Completion Certificate under 10.4, notwithstanding that there may be minor omissions and/or minor defects (as listed in the attached schedule) which satisfy the criteria in 10.4.1 (a), (b), and (c).

The Contractor is required to remedy all of the listed omissions or defects within the period stated in the attached schedule against the relevant omission or defect, or at the latest within **20** Working Days of the date of this certificate.

Practical Completion was achieved

on **30 May 2018** at **1pm**.

Signed by the Engineer



Name

Greg Jarvis (Engineers Representative)

Date

1 June 2018

SCHEDULE

The following omissions and/or defects have been assessed as being of a minor nature satisfying the criteria in 10.4.1(a), (b), and (c) and were identified during an inspection carried out by the Engineer or Engineer's Representative on **30 May 2018**

(List minor omissions and defects)

See attached

Defects List

Project Ref		Project Name	
Date		Client Name	
Item	Location	Description/Remedy	Resolved
1.	Lounge	Carpet/Timber Strip Flooring Joint	<input type="checkbox"/>
2.	Kitchen	Kickboards	<input type="checkbox"/>
3.	" "	Splashbacks	<input type="checkbox"/>
4.	" "	Pop-up plug on bench	<input type="checkbox"/>
5.	" "	Kitchen island bench repairs	<input type="checkbox"/>
6.	" "	Bamboo Edging repair	<input type="checkbox"/>
7.	" "	Cupboards - adjust	<input type="checkbox"/>
8.	Office	Stonework Connection	<input type="checkbox"/>
9.	Bedroom 1	Wallpaper glue on ceiling	<input type="checkbox"/>
10.	Bedroom 3	Light fitting fix to ceiling	<input type="checkbox"/>
11.	Garage	Paint on internal door jamb	<input type="checkbox"/>
12.			<input type="checkbox"/>
13.			<input type="checkbox"/>
14.			<input type="checkbox"/>
15.			<input type="checkbox"/>
16.			<input type="checkbox"/>

EARTHQUAKE REINSTATEMENT PROGRAMME
DEFECTS LIST

17.			<input type="checkbox"/>
18.			<input type="checkbox"/>
19.			<input type="checkbox"/>
20.			<input type="checkbox"/>
21.			<input type="checkbox"/>
22.			<input type="checkbox"/>
23.			<input type="checkbox"/>
24.			<input type="checkbox"/>
25.			<input type="checkbox"/>
26.			<input type="checkbox"/>
27.			<input type="checkbox"/>
28.			<input type="checkbox"/>
29.			<input type="checkbox"/>
30.			<input type="checkbox"/>

PREPARED BY	NAME	PROJECT MANAGER	
AGREED BY	NAME	CONTRACTOR	Ricky (S. Moore)
AGREED BY	NAME	HOMEOWNER	alvin



Progress Report 1

FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

ISSUE 1 – 18 APRIL 2018

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DISTRIBUTION

- Shane Cundy and Amy Bott, Owners
- Mark Ashby, Loss Adjuster, FMG
- Jed Moore, J Moore Construction Ltd

QUALITY ASSURANCE

PREPARED BY	GREG JARVIS	PROJECT MANAGER		18 APRIL 2018
REVIEWED AND APPROVED BY	MARCUS DEEDMAN	PROJECT MANAGER		18 APRIL 2018
QUALITY ASSURANCE BY	ALEX NICHOLLS	PROJECT ADMINISTRATOR		18 APRIL 2018

FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

1. Executive Summary

Site set up has been completed, and electrical/plumbing services have been disconnected. Plasterboard repairs/plastering has been completed.

Concrete pathways and patios have been demolished and removed, and repairs to the garage floor are underway. Roofing repairs have been completed.

There has been one incident and one near miss as reported in Section 7 of this report. Health and safety observations have been undertaken, with one deficiency noted.

The first Progress Claim has been submitted following milestone progress discussions on site, for the sum of \$70,157.50 (excluding GST)

The Practical Completion date is currently advised for 25 May 2018, and at this time we expect to reach this milestone earlier on that week.

Items for Approval

- None at this time.

Items for Information

- None at this time.

2. Key Milestones

Key Success Milestones This Month

- Site set up complete, including fencing, signage, and floor protection.
- External concrete pathways and patios removed.
- Electrical and plumbing fittings removed/stored.
- GIB repairs and plastering complete.
- Painting has commenced.
- Kitchen cabinetry removed/stored – bamboo flooring removed.
- Garage concrete slab repairs underway.
- Roof and roof cavity repairs complete.

Key Upcoming Milestones Next Month

- Concrete pathways and patios to be prepared and poured.
- Painting to be completed.
- Kitchen cabinetry reinstated, new timber strip flooring installed.
- Garage slab repairs completed, floor painted.
- Electrical and Plumbing fittings reinstated.
- Asphalt driveway to be removed and replaced.
- Repairs to the timber truss are to be completed.

Key Reports/Deliverables

Inspections	Inspection By	Date Occurred
Project Manager Site Inspection (Health and Safety Audit)	Greg Jarvis	03 April 2018
Monthly Site Inspection	Greg Jarvis Mark Ashby	16 April 2018

FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

3. Construction

The site set up has been completed with gates positioned across the main entrance way and signage erected.

External concrete pathways and patio areas have been removed, while internally floor coverings have been protected, and electrical and plumbing fittings disconnected. The kitchen cabinetry has been removed and stored in the lounge area, and the kitchen bamboo floor has also been removed. Repairs and plastering to the GIB board have been completed, and painting has commenced.

The epoxy repairs to the garage slab have been carried out, however the cracks still need to be ground smooth and the floor painted. Repairs to the roof and roof cavity have been completed.

It is to be noted that at the time of the inspection the site was impeccably clean and tidy, with all health and safety signage and documentation clear and easily accessible.

FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

4. Finance

Construction Budget

The Contract Sum has been established and can be referenced as follows:

TOTAL CONTRACT SUM (excluding GST)	\$212,200.49
---	---------------------

Variations to Date

No variations have been issued to date.

Variation	CI#	Description	Amount
N/A			\$0
TOTAL			\$0
ADJUSTED CONTRACT VALUE (excluding GST)			\$212,200.49

Betterment Works

No betterment works at this time.

Cash Flow Report

The construction cash flow report can be summarised as follows:

Budget	Previously Claimed	Claimed This Period	Balance
\$212,200.49	\$0	\$70,157.50	\$142,042.99

Anticipated Future Variations

There are currently no anticipated variations pending.

FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

5. Programme

Key Project Milestones

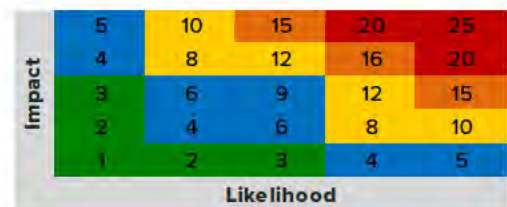
Milestone	Date			Current
	Contract	Target	Forecast	
Safety fences/hoarding/signage	23/03/2018	23/03/2018	23/03/2018	Complete
Disconnection of plumbing/electrical	28/03/2018	28/03/2018	28/03/2018	Complete
Interior GIB and plaster repairs	06/04/2018	06/04/2018	06/04/2018	Complete
Concrete removal	28/03/2018	28/03/2018	28/03/2018	Complete
Roof and roof cavity repairs	17/04/2018	17/04/2018	16/04/2018	Complete
Box and pour exterior concrete paths and patios	04/05/2018	04/05/2018	TBC	On Target
Garage concrete slab painting	18/04/2018	18/04/2018	18/04/2018	On Target
Internal painting	30/04/2018	30/04/2018	30/04/2018	On Target
External painting	19/04/2018	19/04/2018	30/04/2018	Delayed
Remove and reinstate asphalt driveway	27/04/2018	27/04/2018	TBC	On Target
Reinstatement of kitchen cabinetry and bamboo flooring	09/05/2018	09/05/2018	09/05/2018	Reliant Activity
Electrical and plumbing fittings reconnected	21/05/2018	21/05/2018	21/05/2018	On Target
Repairs to the external timber truss	09/04/2018	09/04/2018	30/04/2018	Delayed

A **Reliant Activity** is an item of work which cannot be commenced or completed until previous works currently showing at delayed have been addressed. This is based on current understanding at the time of writing.

6. Risks and Mitigation

A formal risk register and review is yet to be undertaken. Inovo would be happy to facilitate a risk workshop to develop a full risk register if required. Until such a time as a full risk register is compiled, the following key risks have been identified.

Risk Description	Impact/Consequence	Uncontrolled Risk Level	Mitigation	Residual Risk Level	Change ↑ → ↓
Inclement weather affecting exterior painting and the pouring of concrete pathways and patios	Delay to Practical Completion	8	General conditions of contract	6	→
Internal painting delays	Critical path delay – hold up to installation of bamboo flooring and kitchen installation	12	Main Contractor to ensure programme dates are adhered to	8	→
Scope	Changes to construction and Contract costings for Owners' requests	12	Frequent discussions with Owners to minimise scope change	6	→



FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

7. Health and Safety

Copies of the Project Manager's Site Observations are included in **Appendix 2**.

The site is in a safe condition and is clean and tidy. One deficiency has been noted – a painters light electrical test tag had expired.

There is good communication, recording of information, and protection at all points.

Incidents, Accidents and Near Misses

There has been one incident and one near miss recorded this month.

Event	Date	Recorded By
Incident – minor scratch to forearm from reinforcing mesh	28/03/2018	Jed Moore
Near miss – worker tripped on a piece of broken concrete	27/03/2017	Jed Moore

APPENDIX 1 | Photographs of Progress



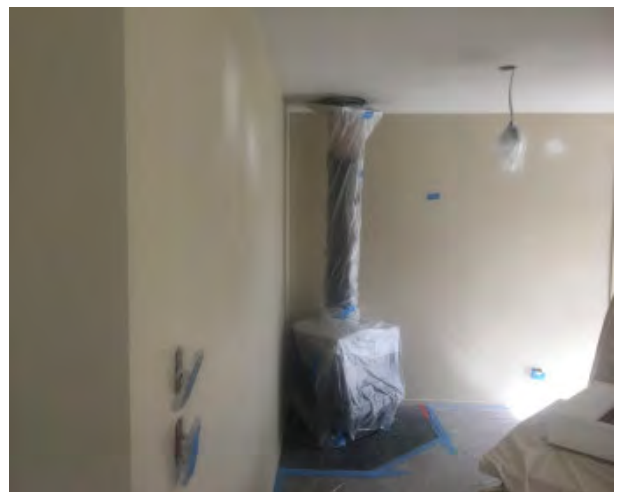
Site fencing/signage erected



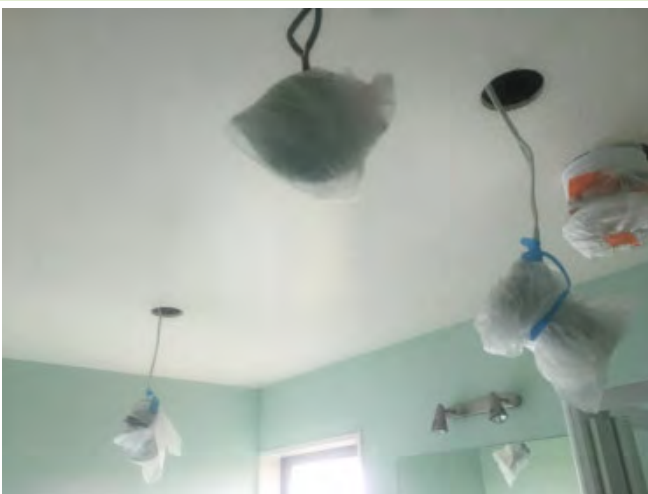
Northern Elevation - Concrete patios and pathways removed



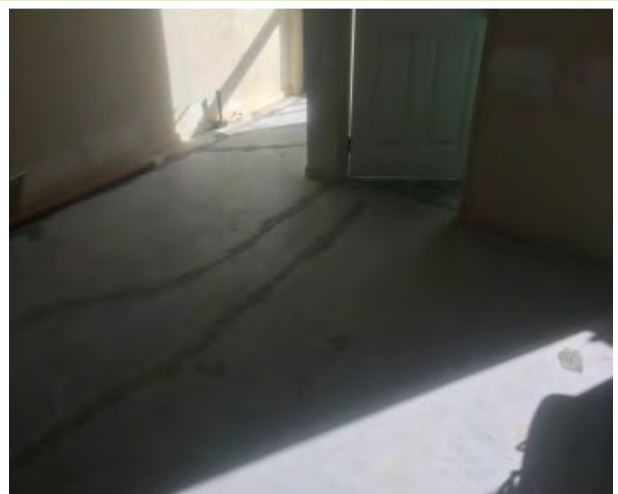
Kitchen - Plasterboard lining repairs complete, painting underway, cabinetry and bamboo flooring removed



Lounge - Plasterboard lining repairs complete, painting underway



Bathroom - Painting underway, electrical fittings protected



Garage - Epoxy repairs to the concrete slab underway

FMG

4 WOODBANK ROAD – HANMER APPARTMENTS

PROJECT 12185

APPENDIX 2 | Meeting Minutes

Meeting Minutes

Meeting Name	Site Meeting 1
Meeting Date/Time	10:30am, 16 April 2018
Meeting Location	Site – 4 Woodbank Road, Hanmer Springs

Attendees

- Shane Cundy, Owner (SC)
- Amy Bott, Owner (AB)
- Matt, J Moore Construction (M)
- Greg Jarvis, Inovo (GJ)
- Mark Ashby, FMG (MA)

Apologies

- Jed Moore, J Moore Construction (JM)

Item	Topic	Owner	Deadline
1.	Health and Safety		
1.1.	A site inspection and audit were carried out by GJ. The report and audit are to be issued to all parties.	GJ	20/04/2018
2.	Programme		
2.1.	The Practical Completion date is set for 25 May 2017, at this time we expect to reach this milestone earlier on that week to allow for commercial cleaning and final Council inspections taking place prior to the Owners moving back in.	JM	25/05/2018
3.	Progress		
3.1.	The site set up is complete, including fencing and signage.	JM	
3.2.	Internal and external roof repairs are nearing completion.	JM	
3.3.	Repairs are underway to the garage concrete slab.	JM	
3.4.	The kitchen cabinetry has been removed and stored. The Bamboo flooring has been removed.	JM	
3.5.	Plasterboard wall and ceiling plastering is complete, and painting has commenced.	JM	
3.6.	Electrical and plumbing fittings have been removed/disconnected.	JM	
3.7.	The external concrete patios and pathways have been removed.	JM	
4.	Works planned to take place		
4.1.	Painting to be completed.	JM	30/04/2018
4.2.	Concrete pathways and patios to be reinstated.	JM	04/05/2018
4.3.	Asphalt driveway to be removed and reinstated.	JM	21/05/2018
4.4.	New kitchen flooring to be installed and cabinetry reinstated.	JM	09/05/2018

MANAGER'S RESIDENCE, HANMER APARTMENTS
4 WOODBANK ROAD, HANMER SPRINGS
 PROJECT 11347

Item	Topic	Owner	Deadline
4.5.	Electrical and plumbing fittings reconnected.	JM	21/05/2018
4.6.	Exterior painting to be completed.	JM	21/05/2018
4.7.	Repairs to the exterior exposed timber truss to be completed.	JM	21/05/2018
5.	Items with potential to affect works		
5.1.	General delays to the internal painting could hold up reinstatement of the kitchen cabinetry and flooring – Jed to liaise with painter and PM with regular updates.	JM GJ	30/04/2018
6.	Milestone Payments		
6.1.	Milestone Payments were discussed with JM for items that could be claimed for this month. A Milestone Progress Claim is to be issued to Inovo for approval.	JM GJ	20/04/2018
7.	Betterment		
7.1.	No changes/variations to the Contracted Works at this time.	GJ	

Next Meeting: 21 May 2018 (TBC)

FMG

4 WOODBANK ROAD – HANMER APARTMENTS

PROJECT 12185

APPENDIX 3 | Site Observation Checklist/s

Site Inspection Record

Project Ref	12185	Project Name	4 Woodbank Road – Manager's Residence
Date/Time	10:30am, 16 April 2018	Main Contractor	Jed Moore Construction

Take 5

STOP - Take five minutes before entering a site or situation that you are unfamiliar with or where conditions may have changed. Consider what you are going to be doing and how you are going to do it.

LOOK - Consider your location, potential hazards, whether you will put others at risk by your actions.

ASSESS - What could happen? Consider the likelihood and effect of any hazards. Consider whether there are any controls in place, policies associated or assessments completed for the task and situation. This could include talking to the person responsible for safety at the site or location you are attending. You should always sign in if attending a site and ask if there are any particular hazards that you should know about. Consider whether it would be better to return on another occasion when potential hazardous conditions may have changed.

MANAGE - If it is practicable to do so, put in place controls to mitigate potential hazards and communicate these to the person responsible for safety at the site or location. If there is no responsible party, communicate to head office. If the location is remote check in with head office and advise the likely duration of your activity.

DO - Safely undertake your activities and communicate that you have safely finished.

Note the Trades/Activity observed on site during the Inspection

The Main Contractor and the painters were on site during the visit. Concrete pathways and patios have been removed. Internally the GIB repairs and plastering have been completed and painting is underway. The kitchen cabinetry has been removed to allow the replacement bamboo flooring to be reinstated. The cracked concrete floor in the garage needs to be ground down to a smooth surface and the floor painted.

Key

✓	Conformance	*	Non-Conformance	u/v	Unable to be verified	n/a	Not applicable
---	-------------	---	-----------------	-----	-----------------------	-----	----------------

Access Control

✓ or *

Is the hazard board displayed? Does it reflect the appropriate hazards? Has it been updated to today's date if work is being undertaken on site?

✓

Is the site office area for reporting obvious from the site entrance?

✓

Is there clearly visible signage outside the site, advising the Main Contractor's name and contact details?

✓

Are the entrance, exit and access ways in tidy condition and clear of materials and waste?

✓

Are there site hoardings in place and is it appropriate for the site?

✓

Is there an access control procedure such as an Induction Procedure and is it being implemented?

✓

Are workers and visitors signing in?

✓

Are the work areas clearly identifiable?

✓

Comments

The site has one entry/exit point. It is well fenced off and has good signage. The Hazard Board is up to date.

CONTRACTOR MANAGEMENT SYSTEM
 SITE INSPECTION RECORD

Documentation Control	✓ or ✗
Is a completed Site Specific Safety Plan (SSSP) on site?	✓
Is the Hazard Register up to date and does it include a risk matrix?	✓
Has a Task Analysis been completed for the works being undertaken on site? Is it signed and dated?	✓
Has a Toolbox Talk been completed as per the frequency stated in the SSSP?	✓
Are Safety Data Sheets and/or the Poison Centre number available on the Emergency Plan?	✓
Has the Main Contractor completed a site assessment/site inspection and/or pre-start assessment?	✓
Is a hazardous substance register onsite and is it kept up to date with all incoming hazardous substances?	N/A
Is the training and competency register available to view and are the Site Safe cards current?	✓
Are any subcontractors on site? Is their SSSP available to be viewed and engaged with?	✓
Is a Traffic Management Plan available for any works that obstruct the flow of traffic and/or pedestrians?	N/A

Comments

Documentation and the sign-in book are set up in the office which is the main access point of the dwelling.

Permit to Work/Notifiable Works	✓ or ✗
Are there any notifiable works occurring on site or about to occur on site?	N/A
Is the WorkSafe NZ notification for the works on site? Was at least 24 hours' notice provided to WorkSafe NZ?	N/A
Are any required permits displayed?	N/A
Is there a Task Analysis for all permit work? Are the controls in the analysis are being carried out?	N/A

Comments

N/A

Emergency Response	✓ or ✗
Is an Emergency Plan available? Is it complete?	✓
Is the Emergency Plan in an easily viewable area such as taped to the inside of the SSSP folder or top of a safety box, or laminated and attached to a window/fence?	✓
Is there a fire extinguisher available to use? Is it full?	✓
Is a map to the nearest medical centre available to view?	✓
If there is large plant on site is there a spill containment system/unit?	N/A

Comments

A plastic storage container in the office contains a fire extinguisher, a first aid kit and sunscreen. Two further fire extinguishers are located in the garage.

Accident/Incident Reporting	✓ or ✗
Is an accident/incident register available to view?	✓
If any accident/incidents have occurred, is the investigation report available to view?	✓
Were any of the incidents notifiable? Is the WorkSafe NZ incident/injury/illness notification form available to view?	N/A

Comments

There has been one incident and one near miss this month.

CONTRACTOR MANAGEMENT SYSTEM
 SITE INSPECTION RECORD

General Safety	✓ or ✗
Are all personnel on site wearing the Personal Protective Equipment (PPE) required by the SSSP/site Hazard board?	✓
Are plant or materials on site stored securely? Do they have permits where required?	✓
If there any fall hazards present (defined as anything in the workplace that could cause an unintended loss of balance or bodily support and result in a fall), are they being managed?	N/A
Is the scaffolding tagged? Has it been checked weekly? Do the scaffolds incorporate fall arrest systems such as edge protection, fall protection covers, travel restraint systems, fall arrest platforms, harness systems or safety nets?	N/A
Are the ladders in good condition? Has the best equipment for the task been selected? Have fall prevention controls been utilised?	✓
Is compressed air equipment in use? If yes, is it operated by a trained user? Is a guard fitted? Is the equipment in good condition? Has a Task Analysis been completed?	N/A
Is the main electrical board lockable, tagged and checked and appear in generally good condition?	✓
Does the SSSP require tools to be tagged? If yes, are they tagged within date? Are they stored correctly and operated by a trained user?	✗
Is lifting equipment in use? Is the certification current? Are operational procedures and an emergency plan in place?	N/A
Comments	
A painter's halogen light has an electrical tag which is out of date.	

Site Activity	✓ or ✗
Is dust monitored and controlled (control methods include water or vacuum attachments, frequent cleaning with hoses, water to the blade on saws, dust collection systems on machinery)?	✓
Is a procedure for the management of excess or waste materials in place (such as a designated waste collection area, separation of recycling, schedule for disposal)?	✓
Is lighting and ventilation sufficient, and temperature not excessive?	✓
If workers are being exposed to noise in excess of the exposure standard of 85db (definition – if you have to raise your voice to have a normal conversation when standing a metre apart), are they wearing appropriate PPE?	✓
Has sufficient area been allocated to safely store materials and plant?	✓
Have sufficient facilities been provided for the workers on site (including toilets, washing facilities, changing and rest areas, drinking water and eating areas)?	✓
Has shoring of excavations been designed by an experienced designer? Is there evidence of monitoring?	N/A
Is compressed air equipment is in good condition, being operated by a trained user, and fitted with guards? Has a task analysis been completed?	N/A
Are the WOF on tools current? Is storage is secure? Are they are being operated by trained users?	✓
Is a lift taking place? If yes, is there a lift plan available to view? Is the crane certification current? Is an emergency plan in place?	N/A
Comments	
Painting is underway. The site is dust free with good ventilation.	

General Observations/Comments

The site is clean and tidy throughout. Signage was easily identified and good systems are in place for onsite record keeping and planning.

Deficiencies noted

CONTRACTOR MANAGEMENT SYSTEM
SITE INSPECTION RECORD

Item No.	Deficiency	Description/Corrective Action	Date to Rectify	Date Complete
01	A painter's halogen light has an electrical tag which is out of date.	Jed to ask the painter to remove it from site until its tested and keep all leads/tools up to date.	Thursday 19 April 2018	

INSPECTED BY	Greg Jarvis
TITLE	Project Manager
COPY TO	Internal Health and Safety Team (healthandsafety@inovo.nz)

Photographs



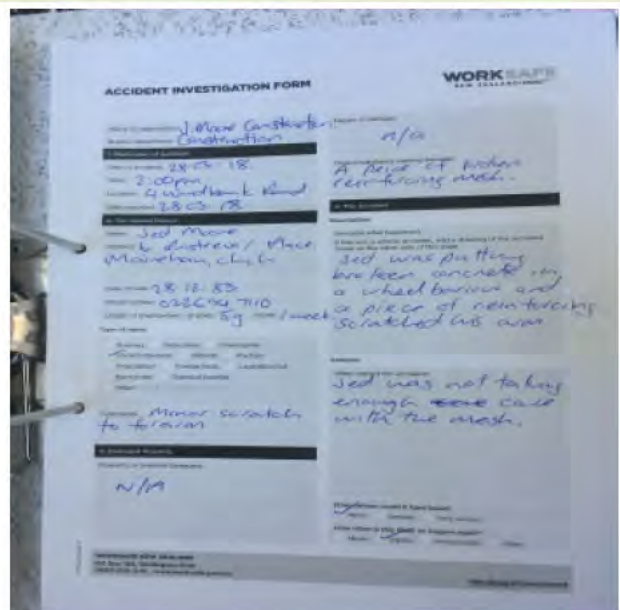
Site fencing, gate, signage



Up to date Hazard Board



SSSP

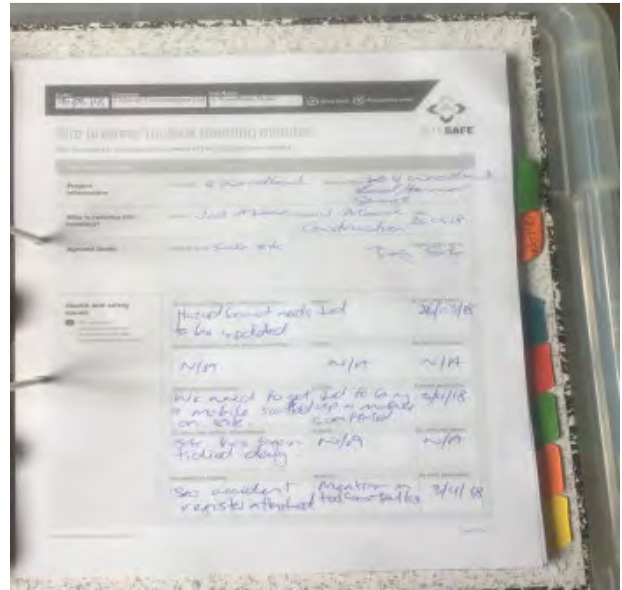


Accident Form

CONTRACTOR MANAGEMENT SYSTEM
SITE INSPECTION RECORD



First aid kit, fire extinguisher



Tool box meeting minutes



Expired test tag – painter's light



Clean and tidy worksite

FMG

4 WOODBANK ROAD – HANMER APPARTMENTS

PROJECT 12185

APPENDIX 4 | Statement of General Reporting Policies

- 1.** Inovo's responsibility in connection with this report is limited to the person or party to whom the report is addressed and we disclaim all responsibility to any other party without reference to us.
- 2.** This report may not be reproduced, in whole or in part, without our prior written approval.
- 3.** This report has been prepared for the purpose stated in the report and may be relied upon for that purpose only.
- 4.** Where information has been supplied to us for the purpose of the report by another party, this information is believed to be reliable but we can accept no responsibility if this should prove not to be so.

HANMER APPARTMENTS
 4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
 CLAIM NUMBER 30021011
 PROJECT 12185



Progress Payment Schedule

Progress Payment No.	02
Payment Claim	Invoice - 0858
Date of Service of Payment Claim	18 May 2018
Due Date for Payment under Clause 12.2.8 of the Contract (seven working days from receipt by insurer)	31 May 2018

This is to certify that **J Moore Construction Ltd** of **6 Rostrevor Place, Mairehau, Christchurch**, GST No. 108982349, is entitled to a payment made up as follows:

Contract Value (Excluding GST)	\$212,200.49
Agreed Variations to date (Excluding GST)	\$0.00
Adjusted Contract Value to date (Excluding GST)	\$212,200.49
Adjusted Contract Value to date (Including GST)	\$244,030.56
Total value of verified work completed	\$136,719.57
Deduct NZ3910 retention (5%)	\$6,835.98
Deduct other	\$0.00
Deduct previous certified payments (Excluding GST)	\$70,157.50
Deduct previous certified payments (Including GST)	\$80,681.13
TOTAL AMOUNT CERTIFIED (excluding GST)	\$59,726.09
GST	\$8,958.91
TOTAL INCLUDING	\$68,685.00

Variance between Payment Claim and Progress Payment Schedule (excluding GST)	\$3,143.48
Variance between Payment Claim and Progress Payment Schedule (including GST)	\$3,615.00
Reason for Variance if any	5% retention not deducted in Payment Claim

Approved for payment
 J 28/5/18

FMG
4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
PROJECT 12185

The certified amount is the provisional scheduled amount. This Progress Payment Schedule is provisional only until the expiry of 12 working days after the Date of Service of Payment Claim, or amended Date of Service of Payment Claim, after which time the certified sum shall become the scheduled amount, unless within that time a replacement Progress Payment Schedule is provided under the Contract.

CERTIFIED BY: Greg Jarvis



ENGINEER'S REPRESENTATIVE TO THE CONTRACT

J Moore Construction Ltd**TAX INVOICE**FMG c/o Inovo
Claim Number 30021011

Invoice Date 18 May 2018	J Moore Construction Limited
Invoice Number INV-0858	Attention: Amy Moore 6 Rostrevor Place Mairehau 8052 Christchurch NEW ZEALAND
Reference 4 Woodbank Road, Hanmer Springs	
GST Number 108982349	

Description	Quantity	Unit Price	Amount NZD
Concrete path and patio removal and replacement.	1.00	27,826.09	27,826.09
Painting interior and exterior	0.50	28,695.65	14,347.83
Bamboo flooring removal and replacement.	0.50	6,608.70	3,304.35
Travel to site including accomodation	0.50	34,782.61	17,391.30
		Subtotal	62,869.57
		TOTAL GST 15%	9,430.43
		TOTAL NZD	72,300.00

Due Date: 25 May 2018

Please pay within 7 days: Direct Credit Details: 12-3240-0159356-00

PAYMENT ADVICE

To: J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Customer	FMG c/o Inovo
Invoice Number	INV-0858
Amount Due	72,300.00
Due Date	25 May 2018
Amount Enclosed	

Enter the amount you are paying above

HANMER APPARTMENTS
 4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
 CLAIM NUMBER 30021011
 PROJECT 12185



Progress Payment Schedule

Progress Payment No.	02
Payment Claim	Invoice - 0858
Date of Service of Payment Claim	18 May 2018
Due Date for Payment under Clause 12.2.8 of the Contract (seven working days from receipt by insurer)	31 May 2018

This is to certify that **J Moore Construction Ltd** of **6 Rostrevor Place, Mairehau, Christchurch**, GST No. 108982349, is entitled to a payment made up as follows:

Contract Value (Excluding GST)	\$212,200.49
Agreed Variations to date (Excluding GST)	\$0.00
Adjusted Contract Value to date (Excluding GST)	\$212,200.49
Adjusted Contract Value to date (Including GST)	\$244,030.56
Total value of verified work completed	\$136,719.57
Deduct NZ3910 retention (5%)	\$6,835.98
Deduct other	\$0.00
Deduct previous certified payments (Excluding GST)	\$70,157.50
Deduct previous certified payments (Including GST)	\$80,681.13
TOTAL AMOUNT CERTIFIED (excluding GST)	\$59,726.09
GST	\$8,958.91
TOTAL INCLUDING	\$68,685.00
Variance between Payment Claim and Progress Payment Schedule (excluding GST)	\$3,143.48
Variance between Payment Claim and Progress Payment Schedule (including GST)	\$3,615.00
Reason for Variance if any	5% retention not deducted in Payment Claim

FMG
4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
PROJECT 12185

The certified amount is the provisional scheduled amount. This Progress Payment Schedule is provisional only until the expiry of 12 working days after the Date of Service of Payment Claim, or amended Date of Service of Payment Claim, after which time the certified sum shall become the scheduled amount, unless within that time a replacement Progress Payment Schedule is provided under the Contract.

CERTIFIED BY: Greg Jarvis



ENGINEER'S REPRESENTATIVE TO THE CONTRACT

J Moore Construction Ltd**TAX INVOICE**

FMG c/o Inovo
Claim Number 30021011

Invoice Date 18 May 2018
Invoice Number INV-0858
Reference 4 Woodbank Road, Hanmer Springs
GST Number 108982349

J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Concrete path and patio removal and replacement.	1.00	27,826.09	27,826.09
Painting interior and exterior	0.50	28,695.65	14,347.83
Bamboo flooring removal and replacement.	0.50	6,608.70	3,304.35
Travel to site including accomodation	0.50	34,782.61	17,391.30
		Subtotal	62,869.57
		TOTAL GST 15%	9,430.43
		TOTAL NZD	72,300.00

Due Date: 25 May 2018

Please pay within 7 days: Direct Credit Details: 12-3240-0159356-00

**PAYMENT ADVICE**

To: J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Customer FMG c/o Inovo
Invoice Number INV-0858
Amount Due 72,300.00
Due Date 25 May 2018
Amount Enclosed

Enter the amount you are paying above

HANMER APARTMENTS
 4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
 CLAIM NUMBER 30021011
 PROJECT 12185



Progress Payment Schedule

Progress Payment No.	03 (Practical Completion)
Payment Claim	Invoice - 0876
Date of Service of Payment Claim	17 June 2018
Due Date for Payment under Clause 12.2.8 of the Contract (seven working days from receipt by insurer)	27 June 2018

This is to certify that **J Moore Construction Ltd** of **6 Rostrevor Place, Mairehau, Christchurch**, GST No. 108982349, is entitled to a payment made up as follows:

Contract Value (Excluding GST)	\$212,200.49
Agreed Variations to date (Excluding GST)	\$3,750.00
Adjusted Contract Value to date (Excluding GST)	\$215,950.49
Adjusted Contract Value to date (Including GST)	\$248,343.06
Total value of verified work completed	\$215,950.49
Deduct NZ3910 retention (2.5% held at Practical Completion)	\$5,398.76
Deduct other	\$0.00
Deduct previous certified payments (Excluding GST)	\$129,883.59
Deduct previous certified payments (Including GST)	\$149,366.13
TOTAL AMOUNT CERTIFIED (excluding GST)	\$80,668.14
GST	\$12,100.22
TOTAL INCLUDING	\$92,768.36

Variance between Payment Claim and Progress Payment Schedule (excluding GST)	\$0.00
Variance between Payment Claim and Progress Payment Schedule (including GST)	\$0.00
Reason for Variance if any	

OK to pay
 20/6/18

FMG
4 WOODBANK ROAD, HANMER SPRINGS – MANAGERS RESIDENCE
PROJECT 12185

The certified amount is the provisional scheduled amount. This Progress Payment Schedule is provisional only until the expiry of 12 working days after the Date of Service of Payment Claim, or amended Date of Service of Payment Claim, after which time the certified sum shall become the scheduled amount, unless within that time a replacement Progress Payment Schedule is provided under the Contract.

CERTIFIED BY: Greg Jarvis



ENGINEER'S REPRESENTATIVE TO THE CONTRACT

From: Sam van der Leij <Sam@inovo.nz>
Sent: Tuesday, 19 June 2018 7:55 a.m.
To: [REDACTED]
Cc: Greg Jarvis
Subject: 4 Woodbank - Progress Payment 3 - 30021011
Attachments: Progress Payment Schedule 3- 4 Woodbank.pdf

Hi [REDACTED]

Please see the below and attached from Greg in regards to the managed reinstatement of 4 Woodbank Road – 30021011

Cheers
Sam

Hi Sam,

Please find attached for you here the **Jed Moore Construction Ltd** invoice and **Progress Payment Schedule #3** prepared by Inovo Projects in regards to the repair works for **4 Woodbank Road, Hanmer Springs – Hanmer Apartments, claim number 30021011**

As Practical Completion has been reached this Invoice is for the total Contract sum minus 2.5% retention (this final 2.5% is released following completion of the defects list and having received a copy of the Code Compliance certificate and all relevant PS3's and PS4's). A breakdown of the total Contract sum is as follows...

TOTAL CONTRACT SUM (excluding GST)	\$212,200.49
------------------------------------	--------------

Variations to Date

The following variation has been issued :

Variation	CI#	Description	Amount (excluding GST)
01	01	Asphalt Driveway, Kickboards, Carpet	\$3,750.00

ADJUSTED CONTRACT VALUE (excluding GST)	\$215,950.49
---	--------------

Budget	Previously Claimed	Balance (15 June 2018)	2.5% Retention of total Contract held at PC	PC Invoice (Excluding GST)
\$215,950.49	\$129,883.59	\$86,066.90	\$5,398.76	\$80,668.14

Thanks,

Greg Jarvis | Project Manager

INOVO
PROJECTS

M: 021 241 8851 | E: greg@inovo.nz

A. 122 Montreal Street, PO Box 7069, Christchurch 8240 | W: [inovo.nz](http://www.inovo.nz)

PROJECT PLANNING | PROJECT MANAGEMENT | LAND DEVELOPMENT

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TAX INVOICE

fmg c/o inovo projects

Claim 30021011

Invoice Date
17 Jun 2018

Invoice Number
INV-0876

Reference
4 Woodbank Road, Hanmer Springs

GST Number
108982349

J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Variation for Asphalt, Driveway and kick boards to kitchen.	1.00	3,750.00	3,750.00
Practical completion of job as at 9/6/18.	1.00	76,918.14	76,918.14
		Subtotal	80,668.14
		TOTAL GST 15%	12,100.22
		TOTAL NZD	92,768.36

Due Date: 24 Jun 2018

Please pay within 7 days: Direct Credit Details: 12-3240-0159356-00

ok to pay
20/6/18

PAYMENT ADVICE

To: J Moore Construction Limited
Attention: Amy Moore
6 Rostrevor Place
Mairehau 8052
Christchurch
NEW ZEALAND

Customer fmg c/o inovo projects
Invoice Number INV-0876
Amount Due 92,768.36
Due Date 24 Jun 2018
Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

FMG- c/o Inovo Projects Limited

Invoice Date
13 Aug 2017

Invoice Number
INV-01372

Reference
12185- 3002101- 4
Woodbank Road

GST Number
115946358

Synergy Building Consultants
Limited
PO BOX 76237
Northwood 8548
Christchurch
NEW ZEALAND
0800 SYNERGY (0800
796374)

Description	Quantity	Unit Price	Amount NZD
Roof Inspection- Standard	1.00	600.00	600.00
Roof Cavity Inspection- Standard	1.00	600.00	600.00
Drone- Site Inspection- HD Pics for Report.	1.00	450.00	450.00
Travel Costs & Related Expenses	1.00	450.00	450.00
		Subtotal	2,100.00
		TOTAL GST 15%	315.00
		TOTAL NZD	2,415.00

Due Date: 27 Aug 2017

This payment claim is made under the Construction Contracts Act 2002

Payment as per supplied "Terms of Business" (Section 15) on supplied report

Payment should be made by electronic bank transfer to the following account:
Amount

Synergy Building Consultants ANZ Acc Details
06-0821-0887753-00



PAYMENT ADVICE

To: Synergy Building Consultants Limited
PO BOX 76237
Northwood 8548
Christchurch
NEW ZEALAND
0800 SYNERGY (0800 796374)

Customer	FMG- c/o Inovo Projects Limited
Invoice Number	INV-01372
Amount Due	2,415.00
Due Date	27 Aug 2017
Amount Enclosed	

Enter the amount you are paying above

Claim Number: CLM/2016/026078 **Date:** 23/11/2016 1:33:46 AM
Confidential? No **Topic:** First notice of loss
Subject: Other FNOL Information **Related To:** none (Claim Level)
Created By: FnoI Loader - DO NOT DELETE
File Note Text: we are away 25th to 27th November otherwise here

Claim Number: CLM/2016/026078 **Date:** 10/03/2017 9:15:55 AM
Confidential? No **Topic:** Insurance
Subject: Review/Accept building and contents **Related To:** (1) Building
Created By: Lissa [REDACTED]
File Note Text: ACTION TAKEN:
Insurance Reviewed and Accepted for building and contents. Updated claimant name from SHANE CUNDY to HANMER APARTMENTS to match insured.

NEXT ACTION:
Triage not required. Insurer within MOU.

CLAIMS HANDLER
CUSTOMER CARE TEAM - KAIKOURA EVENT

Claim Number: CLM/2016/026078 **Date:** 23/05/2017 5:23:35 PM
Confidential? No **Topic:** General
Subject: Building Policy claim reference Number changed by Script **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Policy claim reference number may have been changed by script based on information provided by MOU Insurers.

Claim Number: CLM/2016/026078 **Date:** 07/06/2017 6:55:06 PM
Confidential? No **Topic:** General
Subject: Payment prevention set by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Payment prevention has been set by script in order to stop Building payments being made on this claim.

Claim Number: CLM/2016/026078 **Date:** 07/06/2017 8:44:26 PM
Confidential? No **Topic:** General
Subject: Payment prevention set by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Payment prevention has been set by script in order to stop Contents payments being made on this claim.

Claim Number: CLM/2016/026078 **Date:** 12/07/2017 11:32:59 AM
Confidential? No **Topic:** General
Subject: Building Exposure financials added by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Exposure financials added by script.

Claim Number: CLM/2016/026078 **Date:** 12/07/2017 11:41:33 AM
Confidential? No **Topic:** General
Subject: Building Exposure financials added by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Exposure financials added by script.

Claim Number: CLM/2016/026078 **Date:** 05/09/2017 12:59:17 PM
Confidential? No **Topic:** General
Subject: Building Policy claim Internal reference Number changed by Script **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Policy claim Internal reference number may have been changed by script based on information provided by MOU Insurers.

Claim Number: CLM/2016/026078 **Date:** 05/09/2017 1:07:12 PM
Confidential? No **Topic:** General
Subject: Content Policy claim Internal reference Number changed by Script **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Content Policy claim Internal reference number may have been changed by script based on information provided by MOU Insurers.

Claim Number: CLM/2016/026078 **Date:** 05/09/2017 2:11:49 PM
Confidential? No **Topic:** General
Subject: Building Policy Number updated by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Policy Number updated by script.

Claim Number: CLM/2016/026078 **Date:** 29/09/2017 4:31:10 PM
Confidential? No **Topic:** General
Subject: Building Exposure financials added by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Exposure financials added by script.

Claim Number: CLM/2016/026078 **Date:** 29/09/2017 5:28:29 PM
Confidential? No **Topic:** General
Subject: Contents Exposure financials added by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Contents Exposure financials added by script.

Claim Number: CLM/2016/026078 **Date:** 07/12/2017 2:54:06 PM

Confidential? No **Topic:** General
Subject: Close Claim by Script **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Claim closed by script based on information provided by BIU.

Claim Number: CLM/2016/026078 **Date:** 13/03/2018 1:29:02 PM
Confidential? No **Topic:** General
Subject: Building Policy details updated by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Policy details updated by script.

Claim Number: CLM/2016/026078 **Date:** 13/03/2018 1:32:54 PM
Confidential? No **Topic:** General
Subject: Contents Policy details updated by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Contents Policy details updated by script.

Claim Number: CLM/2016/026078 **Date:** 23/05/2018 4:02:40 PM
Confidential? No **Topic:** General
Subject: Building Exposure financials added by Script. **Related To:** none (Claim Level)
Created By: System Generated
File Note Text: Building Exposure financials added by script.