



**Request for Support from Association**  
**Maintenance Pool Fund**

**URGENT / NON URGENT** (Please circle)

**Centre** \_\_\_\_\_

**To be approved at the** \_\_\_\_\_ **Association Meeting**

(Please ensure application is received 2 weeks prior to Association Meeting)

**Type of Maintenance Required** \_\_\_\_\_

(Refer to Property Maintenance Pool Criteria and Guidelines)

**Cost Breakdown:** \_\_\_\_\_ **Total cost of project (Excl GST)**

\_\_\_\_\_ - 300.00 \_\_\_\_\_

\_\_\_\_\_ **Sub Total**

\_\_\_\_\_ **Less 20% of sub total**

\_\_\_\_\_ **Total Amount Requested**

**Motion to meeting:**

\_\_\_\_\_  
\_\_\_\_\_

(Example motion: 'that the Association support Happy Valley Playcentre's request for \$... from the Association Maintenance Pool Fund for non urgent painting of their building')

**Contact name and ph no.** \_\_\_\_\_

(in case centres have any questions)

**Please ensure three (3) quotes received are attached to this form and addressed to  
Te Akoranga Playcentre Association**

Oct 2012

Property Convenor Checked		Association Approved / Declined	
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# **PROPERTY MAINTENANCE POOL**

## **Criteria, Guidelines and Process**

### **1. Purpose**

To provide a collective pool of finance to enable maintenance of land and building to occur for all Playcentres vested in the Association financial base.

A percentage levy on each Centres bulk funding grant to be payable to the fund. This percentage to be reviewed annually.

### **2. Administration**

The scheme is administered by the Association Property Convenor with assistance from the Centre Property Officers and the Association Executive. Costs may include inspection fees to appointed persons.

#### **Administrative Guidelines**

- 2.1 In order to effectively budget and plan for the use of the maintenance pool fund each centre shall fill out an annual property survey form to identify any scheduled works for that year.
- 2.2 Work where safety, security or hygiene is at risk or where further damage may result will be considered as Urgent or Unscheduled works. This work may be covered by insurance claims.
- 2.3 70% of fund is for scheduled maintenance and 30% is for urgent maintenance
- 2.4 A priority list of applications will be established if required due to lack of funds.
- 2.5 All work to be inspected or overseen by a suitably qualified person
- 2.6 A written contract is required for the work(s) (ask Property Convenor).
- 2.7 The Association will appoint such a person to assess/inspect work as required
- 2.8 One job per claim (i.e. cannot group several jobs together into one claim) 2.9 Applications shall be valid for six (6) months from the date approved at an Association Meeting.
- 2.10 Should the final cost not reflect the original application the following will apply:
  - a) if cost is higher, centre will be invoiced by the Association for the difference
  - b) if cost is lower the difference will remain in the fund

### **3. The following types of maintenance will be financed from the fund**

1. painting of interior and exterior and pre-painting repairs
2. replacement/repair of external plumbing
3. replacement/repair of roofing and spouting
4. replacement /repair of flooring
5. maintenance of drainage/on site storm water
6. maintenance of plumbing needs to include septic tanks/fittings

7. structural maintenance of buildings i.e. piles, windows, doors, internal linings and supports
8. electrical maintenance
9. maintenance of ancillary buildings i.e. sheds, etc.
10. maintenance of decks, verandahs, and porches
11. maintenance of paved or sealed areas and existing or adjoining fences
12. maintenance of fire equipment
13. any other maintenance required to keep the buildings and grounds within required safety standards including but not limited to the ECE Regulations 2008

#### **4. Rules**

1. Priority to be for health and safety
2. Priority is to replace or repair existing item ie maintenance
3. Centres pay the first \$300 and then 20% of the balance (unless proven hardship)
4. a. Applications requesting more than \$5000.00 of support will not be accepted. This means total cost of works can be up to \$6550.00 incl gst using the formula given. Funds for support exceeding \$5000.00 will have to be sought from the Northern Region Capital Works Scheme.  
b. Property Maintenance Pool funds may be applied for as part of required contribution to NRCWS claims.
5. Centres must present three (3) written **comparable** quotes addressed to **Te Akoranga Playcentre Association** to the Association Property Convenor with any application to the fund. (In exceptional circumstances two (2) comparable quotes may be accepted on approval by the Association Property Convenor)
6. Application to be considered by the Association Property Convenor and then distributed to centres for approval at Association Meetings.
7. For Urgent Maintenance, applications will be considered by the Association Executive, with any decision to be ratified at Association Meetings. (Emergency payments require approval of 2/3 of the executive)
8. Notify Association Property Convenor prior to commencement of any work
9. Should unforeseen circumstances arise (e.g. water damage to a wall) as a result of approved works being carried out, the Centre may apply for up to 10% contingency of the total approved amount from the Maintenance Pool application. *The Centre will contact the Association Property Convenor and ratification will be motioned at the next available Association meeting*
10. At the end of the work a 'Job Completion Form' is to be filled out and sent to the Association Property Convenor.

#### **5. Process**

1. Obtain three (3) quotes addressed to **Te Akoranga Playcentre Association**.
2. Complete a 'Request for Support from Association Maintenance Pool Fund' form
3. Send application to Property Convenor for consideration and distribution to centres.
4. Gain approval at Association Meeting
5. If applicable complete a Trade Contract between Te Akoranga Playcentre Assn and your contractor (3 copies required). The contractor needs to be made aware they must invoice Te Akoranga Playcentre Association, not your centre. Send the completed contracts to the Association. Two signed contracts will be returned to your centre.
6. Advise Property Convenor of commencement of work.
7. Association Treasurer forwards invoice to centre for their contribution when job begins.

8. Job is completed to the satisfaction of centre and job completion form sent to the Association Secretary.
9. Invoice sent by contractor to: Association Treasurer, Te Akoranga Playcentre Association. P O Box 70-085 Ranui.
10. The Association will pay the contractor when the following conditions are met:
  - A tax invoice has been received from the contractor addressed to Te Akoranga Playcentre Association.
  - Your centre has accepted the work completed (see step 8 above)
  - Your centre has paid their contribution to the Association.

## **RELATED FORMS**

- Request for Support from Association Maintenance Pool Fund
- Job Completion Form
- Trade Contract

*Date Approved:* \_\_\_\_\_

*Review Date:* \_\_\_\_\_

*Signature:* \_\_\_\_\_



Aug 2012

## Job Completion Form

For works carried out using the Association Maintenance Pool Fund

**Centre:** \_\_\_\_\_

**Works carried out:** \_\_\_\_\_

**Date application approved:** \_\_\_\_\_

**Date work completed:** \_\_\_\_\_

**Cost Under / Over Runs:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

- Has the job been completed to the satisfaction of your centre?

Yes / No

**Comments** \_\_\_\_\_

\_\_\_\_\_

- Would you endorse that the contractor be included in the Associations "recommended trade contractors" list?

Yes / No

- Has your centre paid their contribution to the Association?

Yes / No

- Has the contractors invoice been sent to the Association?

Yes / No

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date