

Property Maintenance Pool Fund

Criteria and Process

1. Purpose

To provide a collective pool of funds to enable maintenance of qualifying land and building work for all the Playcentres within the North Shore Playcentre Association.

2. Administration

In the annual budget a percentage of centre levies will be set aside as tagged funds for property maintenance called 'the property pool'. The scheme is administered by the Management team.

3. Scope

The property pool fund covers expenditure on all properties owned by the Association and currently all properties not owned by the Association but where the centre has a secure long term lease (and that maintenance is determined under the lease as the responsibility of the association).

The Property pool will fund:

1. Exterior painting and pre-painting repairs.
 2. Replacement / repair of external plumbing.
 3. Replacement / repair of flooring.
 4. Replacement / repair roofing & spouting.
 5. Maintenance of drainage / on site storm water.
 6. Maintenance of plumbing needs including 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 (not including playground structures or Wendy houses)
 10. Maintenance of decks, verandas, awnings and porches (not including shade sails over play areas such as sandpits)
 11. Maintenance of paved or sealed areas including steps ramps or paths
 12. Maintenance of boundaries fences
 13. Any other Maintenance required keeping the buildings and grounds (not including playground structures) within required regulations and safety standards
 14. Maintenance of water supply, storage and pumps (not including regular replacements of filters, or water testing)

4. Funding Rate

Work under \$100 is coordinated and funded by the centre.

Qualifying maintenance work is funded by the property pool after approval by the management team.

5. Approval Process

1. 70% of fund is for scheduled maintenance and 25% is for urgent maintenance and 5% is for administrations costs.
2. Scheduled Maintenance will be prioritised by
 - a) Work required to meet Regulatory standards
 - b) Approved Maintenance and Repairs (eg: repainting, building washes)
 - c) Preventative Maintenance

3. Approved applications shall be valid for three (3) months from the date of approval by the Management team.
4. Retrospective applications will not be considered.

6. Scheduled Maintenance Process

1. Obtain three (3) quotes addressed to North Shore Playcentre Association
2. Complete an Application Form.
3. Send Application to Operations Manager at least 1 week prior to Management team Meetings – collated requests will be taken to Management team to approve.
4. Centre will be notified of Job approval, job number, and approved supplier
5. Advise Operations Manager of commencement of work.
6. Centre notifies the Operations Manager that the work is completed to a satisfactory standard.
7. The contractor must send an invoice made out to North Shore Playcentre Association to North Shore Playcentre Association Headquarters for payment.

Do not pay the contractor if they invoice your centre

North Shore Playcentre Association

PO Box 300 720

Albany

Or email hqadmin@northshoreplaycentre.org.nz

7. Urgent Maintenance Process

1. Confirm if the work is covered by Insurance – insurance claims will be dealt with via the Operations Manager.
2. Contact the Operations Manager immediately for verbal approval of approach to remedy, and if quotes are required prior to work commencing. If the work does not meet Property Pool criteria the centre will pay contractor directly
3. Arrange for approved work to be done by a licensed contractor and invoiced to North Shore Playcentre Association (details as above)

8. Preventative Maintenance Process

This work will included as part of annual budgeting process to support the general upkeep of the property. The funding of this – either partial or full property pool funding will be agreed as part of the Association Annual Planning and Budget process depending on property pool balances.

9. Property Pool Contributions to Capital Works Projects

Where the Management team is aware of work that would be normally scheduled, but defers this work due to an expected Capital Works Project, the estimated cost of the scheduled maintenance will be transferred to the centre as a contribution to building costs. This will be minuted as part of the Maintenance approvals at the Management team meeting and then confirmed as part of the Capital Works Project budget.