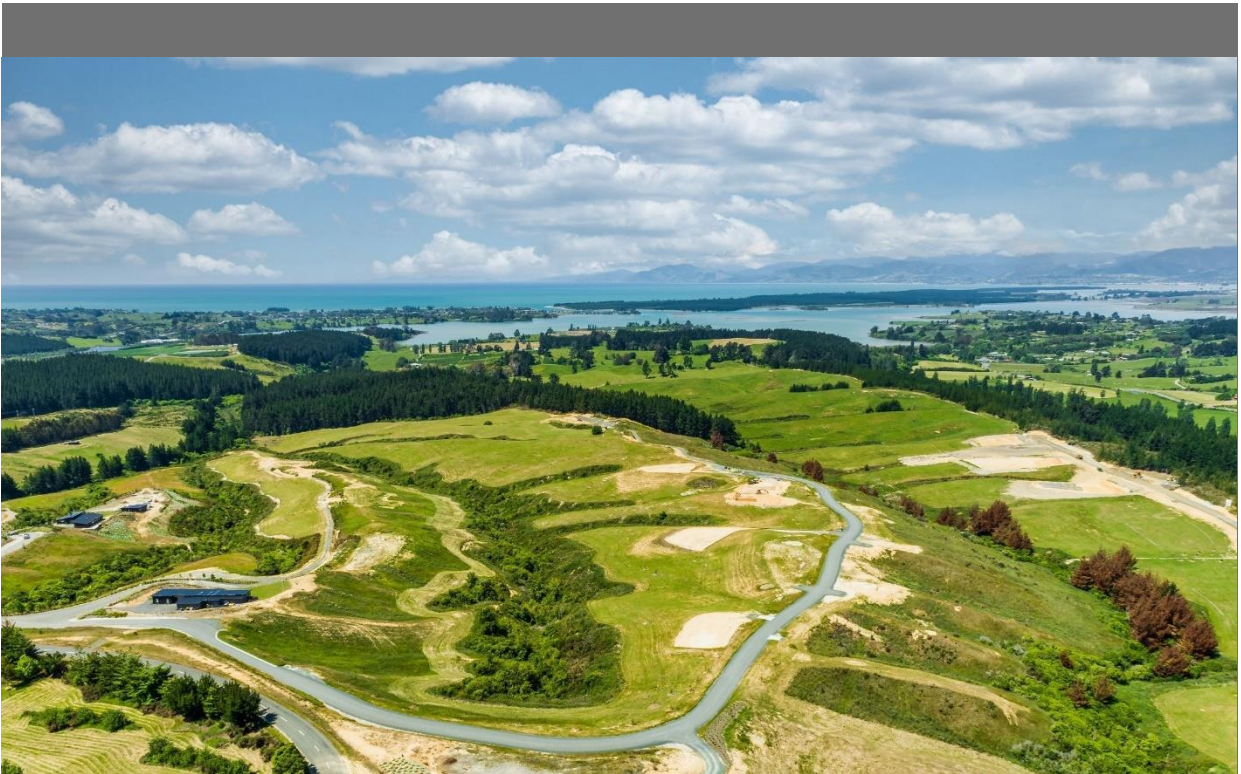


WELCOME GUIDE MAHANA RIDGE



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MAHANA RIDGE

Welcome to Mahana Ridge

Welcome to the Mahana Ridge Community. It's more than just a place to build a house and live, it is the basis for a lifestyle driven by the shared/community desire to enjoy the natural beauty of the area combined with the ability to create and enhance an environment that each of us will be proud of well into the future.

Through the use of the Association Rules and the legally binding covenants which are registered on the titles of each property, lot owners agree to share costs and obligations to maintain the Mahana Ridge Community in a way that perpetuates the long-term vision of the developer and residents.

This document is an attempt to provide all residents of Mahana Ridge with guidance on the role of the Residents' Association, the services, design considerations and resources available, and to provide other useful information. The Guide will be updated from time to time based on owner-submitted suggestions, as circumstances/situations change, and otherwise as needed.

This document has no legal standing and does not replace or supersede any documentation registered on any record of title for land within Mahana Ridge, or TDC or other authority Zoning Rules. It is simply an attempt by the Association Board to make your move to Mahana Ridge and new life at Mahana Ridge a smooth one.

Development Concept

- A 'wide-open' feeling -- unrestricted by fences/treelined boundaries
- Communal walkways though native plantings
- Unhindered vistas of rolling hills with native shrubs, grassland, mountain ranges, coastlines, and
- A community that works together to preserve and enhance our shared environment

WHAT IS THE MAHANA RIDGE ASSOCIATION?

What is the Mahana Ridge Residents Association?

Definition

All lot owners in the Mahana Ridge development (See Annex A) legally become members of the Mahana Ridge Residents' Association ("MRRRA"), and must comply with the Association Rules. The Rules include provisions to manage the collective interests of Members using the communal facilities and requires a range of responsibilities by owners of individual lots who agree to be bound by these Rules and Covenants.

Objective

The MRRRA is established for the development to safeguard the natural environment and provide communal stewardship of the land and services of the development.

Responsibilities - MRRRA Members

A set of Rules are the legally binding statements for these rights and obligations, namely:

- Pay levies in a timely manner (at least quarterly)
- Raise maintenance issues when they arise
- Abide by Covenants registered on titles for each property
- Access and share community property in a responsible manner
- Abide by the Association Rules
- Supply a detailed plan of their curtilage area including waste dispersal field
- Supply Name, address, email address, and phone number
- Formally notify the board of changes of ownership, curtilage area or contact details

Responsibilities - MRRRA Board

MRRRA's day-to-day operations, finances, and related matters, are managed by an elected Board of Directors, selected at each year's AGM.

All Lot owners are entitled (and encouraged) to stand for election to the board– see Annex B for current Board Members.

The Board's responsibilities include administering the activities of the Association and:

- Maintaining a register of Members
- Collating Plans of Curtilage Areas for each Lot - Including waste dispersal fields
- Identifying future (likely/known) needs and budgeting/planning for them as appropriate
- Contracting with/employing services, to meet community goals
- Responsibly managing Association finances including, budgeting, setting levies, debt payment, provisioning anticipated expenditure
- Registering financial accounts annually
- Maintain records and all document resources in an organised and appropriately controlled way -- achieved by use of an online association library which is available to all residents, on request
- Monitoring (and controlling, as necessary) community water usage within the usage license laid down by TDC -- Recording and providing weekly water consumption figures to TDC to demonstrate compliance
- Procuring and agreeing a mowing/landscaping schedule
- Procuring and agreeing a schedule for maintenance of communal facilities such as walking tracks, water supply & treatment system and communal areas (roadsides, main entrance, recreation areas)
- Making residents aware in a timely manner of future 'situations', particularly those which would require a financial or other community-wide response
- Enforcing compliance with the Rules (including levies on lot owners) and restrictive Covenants

Association Levies

- The amount of the levy is set at the AGM of the current year for the upcoming year – eg. Levy for 2024-25 was set at AGM in September 2023.
- MRRA’s “Accounting Period” (financial year) runs from 1st April to 31st March
- Lot owners must pay their levy when it falls due – notice advising Members when the levy is due for payment is circulated after 1st April of the year to which they apply – this allows the Board to meet expenses for the coming year as they occur/fall due
- Levies may be paid quarterly, semi-annually, or in full
- The Board will recommend the best rate to ensure on-going services are maintained whilst considering factors such as:
 - Future labour rates, contract terms, etc.
 - Known and contingent/likely maintenance requirements (filters, pumps, etc.)
 - “Spend to save” activities to reduce future maintenance costs

Design Considerations

Landscaping, Maintenance, and Dispersal field location

- Curtilage identification – **all lot owners are to supply the Board with a map, drawing, or similar diagram of their curtilage areas (and indicate their sewage dispersal fields), as soon as possible, please**
- Lot owners are responsible for maintaining their own curtilage areas
- Curtilage areas must be at least 3,000 square meters – including: immediate house build area plus dispersal field and other areas desired by lot owner to be owner-maintained

Ease of maintenance for association

Our grounds maintenance team is encountering increasing difficulty accessing all areas scheduled for maintenance as more properties are developed and as waste dispersal fields and landscapes are established.

A consequence of this is an increase in ground maintenance costs. We ask that each Lot owner consider ease of access for grounds maintenance equipment when planting or locating their dispersal fields.

In particular,

- Please try to avoid creating narrow or ‘challenging’ areas for grounds maintenance equipment with your plantings or dispersal fields
- If possible, design your dispersal fields or plantings so they don’t hinder access between lots for maintenance vehicles
- Avoid planting rows of trees/shrubs which could act as an obstacle to equipment and a visual barrier that breaks up the rolling hills aspect
- We recommend that, where possible, lot owners inform their sewage system designers and landscape architects about the Association’s

challenges with ground's maintenance so that these factors can be taken into consideration at your design stage

- Because of the topography of the land there are areas which present significant challenges to the maintenance team on most lots. Residents are asked to consider incorporating landscaping designs that reduce the need for costly manual maintenance

[Proposals to reduce ongoing maintenance costs are welcomed!](#)

Association Information Resources

The MRRRA has an online document library this can be made available via link to any Lot owner on request by contacting the board on mrrrainc@outlook.com

There is a **Facebook** page for the Mahana Ridge community. If you are interested, go to the page and request to join.

The Association Board will try to send out regular (quarterly or so) updates/newsletters to inform owners about recent/current happenings as well as planned future activities.

SERVICES

Grounds Maintenance

With a change in the mowing contractor effective 1st January 2024, smaller mowing equipment has been used. The benefit of using smaller equipment means less ground disturbance (and the resulting weeds that take hold) and more accurate/closer cutting of selected areas (especially around trees); the downside is the additional time it takes to mow the development.

With the increased amounts of infrastructure, stormwater systems, plantings, and dispersal fields, the time taken to mow and line-trim the entire development has quadrupled. (An increase was expected as more lots were sold and more members began to build on their lots.)

The Board is making arrangements for maintenance services for the coming year(s) in hopes that costs can be controlled while still providing the level of service desired by all.

Note: weather (either dry or wet) can impede mowing and delivery of other maintenance services, so please be aware that not all services can be delivered as quickly as everyone might want – please be patient and understanding of the challenging presented by this transition.

Proposals for cost savings are always welcome.

Roads

Maintenance of council roads and verges

All roads on the development, except for private rights of way, are the responsibility of TDC. That said, due to variations in services provided (mowing, spraying, etc.) there will undoubtedly be service gaps in various areas from time to time.

The Residents' Association and/or individual lot owners may undertake mowing/weeding as appropriate to maintain the visual appeal of the community.

Speed limits and driving

Given the topography, 'blind' corners/hills in the development, etc., the MRRRA Board has established a desired speed limit within the development of 30 kph. It would be appreciated if those of you who have not yet started your build would advise your contractors of this speed limit to keep everyone in the community safe.

Water Supply

- **Storage tanks and a bore pump**– the Community’s main water infrastructure draws water from the bore and the pump and tanks are located at 56 Old Coach Road
- The Association maintains these facilities for all lots in the development
- The system includes on-going water treatment to leach out calcification for all water passing through the system
- Water is reticulated to each lot, and a meter is located where the community supply is connected to the owner’s lot – typically adjacent to main access road (Trafalgar, Bronte West, or Mahana Ridge)
- **Usage limits** – (each lot = 11,056 litres per wk/47,909 litres per month) - MRRRA is required to monitor usage to ensure that overall, the community use does not exceed the TDC limit.

Fines can be levied by TDC for overuse. Every week, the MRRRA is required to record and report the weekly water usage to TDC.

We urge all residents to be mindful of, and monitor their water usage – refer to Rules section 17.1 – “efficient use without undue waste”

- The Association has a maximum storage capacity of 50,000 litres of water for 32 Lots, and while this is adequate to supply each lot’s daily average, it is evident that it would be inadequate if every lot used a large volume of water at the same time.

This is an extremely unlikely event in normal circumstances but very probable in the first 12-24 months of residency when new gardens and lawns are being established and tanks, swimming pools and spas filled.

This coupled with the potential fines and penalties from TDC for overuse, mean that any anticipated unusual and significant water demands need to be notified to the MRRRA Board, planned, or sourced separately.

Suggestions for managing this are:

- Source water independent of site supply for any significant water demands such as initial fill of water tanks or swimming pools
- Notify the Board of planned significant water use, such as establishing a new lawn or filling a large pool, that is likely to take weekly usage over the 11,056Litres/wk. In this way the Board can assess whether this demand is serviceable within the limits imposed by TDC

Residents are encouraged to take a regular reading of their meter to identify a pattern of usage – then compare from time-to-time to determine typical usage rates and adjust their usage accordingly.

NOTE: In times of water restriction, TDC may impose lower usage limits. If this occurs, the MRRRA Board will notify residents. (This is Referenced in the Association. Refer to Rule 17.3 adjusting/restricting water usage in times of likely shortage.) In such cases, the council-imposed restriction will be allocated equally to all 32 lots within the community.

Walking tracks

- Walking tracks are being developed as per the plan in Annex B
- Maintenance of the gully walking tracks is MRRRA's responsibility (cost is included in levies)
- Maintenance of the short 'access tracks' (to individual lots) are the responsibility of the affected lot owner/resident. (NOTE: not all owners/residents will want a separate 'access track' to the gully track and may choose to have this area return to native bush)
- Extent of tracks and future maintenance activities will be reviewed by the Board year-on-year (actual usage, any issues, etc.)
- Access to the tracks (in the gullies) is for residents (and their guests) ONLY – they are not for public use
- Non-residents can legally access any "council roads" but are barred from using the private 'gully tracks' – (The MRRRA does not have liability insurance to cover non-residents for any injury while using Community gully tracks.)
- The track will be of a similar standard and construction to a DOC track. i.e., not sealed. Consequently, it is the regular usage by the residents that will help to condition the track
- Walking tracks in the three gullies will be serviced on an as-needed basis, with a twice per year servicing being envisaged

Communal Reserve

The Residents' Association is the owner of a communal space for recreational purposes. This area is defined as Lot 19 on the plan.

The use of this area is yet to be defined and is a topic for discussion in the future at an AGM, and all suggestions are welcome.

A factor that will significantly influence the decision is the implementation costs of any plan which are to be borne by the MRRRA and the impact on the Maintenance Budget in years to follow.

One suggestion is to use the reserve for housing the community's native plant propagation activities – said plants being used throughout the development according to an overall landscaping plan. This would necessitate volunteers and occasional 'working bees' of residents.

Rubbish and Recycling

Council pick-ups

Information on Council rubbish and recycling services can be found on the TDC Website. (<https://tasman.govt.nz/my-property/recycling-and-rubbish/>) This information includes the current schedule for pickups.

TDC does NOT provide large, 'wheely bins' to lot owners for rubbish collection – The council only picks up white (small sized) or yellow (larger sized) "council rubbish bags" which are available at any local supermarket for a nominal charge.

The council does provide lot owners with a 'wheely bin' for recycling (all but glass) and a small blue 'bin' (for glass). These recycling bins (wheely and/or blue) can be arranged by contacting your TDC Service Centre.

In addition, TDC can provide (for a fee of \$26.50) an attachment for your towbar (if you have one) which allows you to tow the recycle bin behind your car – If this suits your own circumstances, contact the TDC Service Centre.

Private (non-Tasman District Council) arrangements for rubbish/recycle pick-up

If you don't wish to use Council rubbish pick-up services, or you want to use a larger (bigger than a bag) rubbish receptacle (i.e., a 'wheely bin') you can apply to private rubbish and recycle contractors, such as: Smart.

Others may be added/available from time to time; check with your neighbours or search the web.

Location of Collection Points for Refuse and Recycling

For residents who do not have rubbish or recycling collection at their lot, there are currently two (2) designated areas provided:

For council recycling and rubbish collection this area is opposite the entrance on Old Coach Rd. Please ensure that bins are not placed beneath or within 1m of the road sign as this prevents the refuse truck from lifting the bins without damaging the road sign. There should also be a bin width between each receptacle.

For people with private refuse collection the area is at the entrance, opposite to where the post boxes are – along the fenced area. Please ensure the bins are not positioned in front of the post boxes as this makes life difficult for our Postie and the residents to access the mailboxes.

On completion of Stage 4, a 3rd (further) collection location (for those who do not have pickup at their roadside), is adjacent to the right of way (ROW) at the turning circle on Mahana Ridge, to serve the lots on the ROW.

Road-side Pickup

Mahana Ridge Road (excluding any rights of way), Bronte Road West, and Old Coach Road, are designated pick-up roads for rubbish and recycling, per the Council's schedule.

Residents on these roads will be able to have their rubbish bags and recycle bins picked up by Council contractors. (Subscriber users of Smart, or other rubbish pick-up services will need to contact those providers for pick-up points.)

Although Trafalgar Road is a Council adopted road, there is currently no plan to collect rubbish/recycling along the road due to the lack of turning space for the refuse vehicle.

Trafalgar Road residents will need to bring their rubbish and recycling up to the appropriate collection point at the entrance and on Old Coach Road on designated pick-up days.

Postal services

NZ Post regards all of the Mahana Ridge development (except for Bronte Road West lots and the single Old Coach Road lot) as having a “Mahana Ridge” address.

This means that lot owners on Trafalgar Road and Mahana Ridge (the road) will have an address such as “## Mahana Ridge”.

Bronte Road West lot owners will have an address showing “## Bronte Road West” and the remaining lot on Old Coach Road will have that road address.

The Mahana Ridge Development is designated by NZ Post as a Rural Delivery location – The allocated Route is: “RD#1, Upper Moutere 7173”, and this forms the second part of your postal address.

To receive mail, all lot owners are responsible for:

- arranging their own delivery service by completing a Rural Delivery Service Agreement. (Form is available at any NZ Post shop or can be completed online)
<https://www.nzpost.co.nz/personal/receiving/rural-delivery>
- installing a suitable mailbox in accordance with the Rural Delivery requirements. <https://www.nzpost.co.nz/about-us/who-we-are/terms-conditions/rural-delivery-terms-conditions>

The location of mailboxes for the development are as follows: -

All lots on the Mahana Ridge and accessed via the Mahana Ridge Main Entrance on Old Coach Rd will have a mailbox at the Main Entrance.

The position of your mailbox should allow for other lots to have their box in a numerical sequence for ease of letter/parcel sorting at the front entry by the local rural ‘postie’. However, it may be necessary at a future date to reposition them.

56 Old Coach Road will have mail delivery to their gate.

Lots on Bronte Road West are to place a mailbox at the intersection of Old Coach Road and Bronte Road West. There are existing mailboxes in this area, so it should be clear where your mailbox should be located.

Fibre/Internet Access – Internet Service Providers (“ISPs”)

At time of print, Network Tasman (the local lines/distribution company for power/internet) **only** has fibre access agreements with five Internet Service Providers (ISPs), being:

- TPNET
- 2 Degree
- Voyager
- Inspire
- Kiwi wifi

To arrange fibre/internet access, you should contact these fibre providers directly for more information, as their websites may not allow you to accurately search for your address.

None of these five listed above currently offer electricity retail services, so it is not possible to 'bundle' electricity services with fibre/internet access at this stage.

It is understood that the Business Development Manager at Network Tasman is trying to identify and negotiate with other fibre providers and this situation may change over time.

Electricity

Network Tasman ("NT") has installed underground power lines throughout the development. To sign up for power you will need to contact an electricity retailer.

These include:

| | | |
|------------------|------------------|---------------|
| ▪ Contact Energy | ▪ Frank Energy | ▪ Globug |
| ▪ Electrocitiy | ▪ Flick Electric | ▪ Mercury |
| ▪ Electric Kiwi | ▪ Genesis | ▪ Meridian |
| ▪ Nova Energy | ▪ Powershop | ▪ PulseEnergy |
| ▪ Trustpower | | |

Currently there is no electricity provider that can offer power and internet but this situation may change.

Annex A – Site Plan



Annex B - Plan of development communal areas and walkways



Annex C – MRRRA Board 2022/23 Board and contact details

| Quick Access Facts for Lot Owners | | |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Front entry location | Latitude: -41.2752392249141 Longitude: 173.04452207116174 DMS: Latitude: South 41degrees 16 minutes, 30.86 seconds. Longitude : East 17 degrees, 2 minutes, 40.28 seconds | ~ 87 Old Coach Rd, RD #1, Upper Moutere, Tasman District, New Zealand 7173 |
| Address of MRRRA | c/o 17 Mahana Ridge , RD1, Upper Moutere 7173 | |
| MRRRA Board members | Diane Marshall – appointed by developer Carsten Buschkuehle as his representative on the board | Controlling Member |
| | Pete Walters – Lot 7 (Stage 3) – 226 Bronte Road West | Member and Treasurer |
| | Lizzie Walters – Lot 18 (Stage 1) - One Mahana Ridge | Member |
| | Nick Bennett – Lot 14A (Stage 1) --15 Mahana Ridge | Member |
| | John Hutton – Lot 9 (Stage 2) – 61 Mahana Ridge | Member |
| | Peter Jones | Secretary |
| MRRRA Email | mrrrainc@outlook.com | |

Annex D – MRRA Board Nomination Form

**Mahana Ridge Residents' Association (Incorporated Society)
Nomination Form**

For nomination to stand for election to the Board at the Annual General Meeting
to be held on _____(day and time) at _____(venue).

I, (individual's name) _____

wish to stand for election to the Board of Mahana Ridge Residents' Association.

Signature _____

Date: _____

Please email your completed nomination form to:

Secretary, Mahana Ridge Residents' Association, c/o: mrrainc@outlook.com at least 24
hours prior to the date and time of the meeting.