



LEADING HOMES

Quality Homes & Renovations

Specializing in quality homes delivered on time with passion and care



LEADING HOMES



New Zealand
Certified
Builders
Association



WWW.LEADINGHOMES.CO.NZ

Congratulations!



Atama O'Donnell

“Building your dream home may have always been on your wish list but it’s time to make it a reality and start a new chapter in your life. You’ve taken the first step by contacting us, now we would love to see how we can help you”.

Hi, I am Atama O'Donnell; owner of Leading Homes Ltd. At Leading Homes we're passionate about bringing your vision of your ideal home to life and would love to make the experience as enjoyable and stress free as possible.

So please take some time out and get to know us a little better and see how we can help you. I know you will get inspired from some of our photographs of our previous work so don't be shy to note some ideas down when looking through this information pack.

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I look forward to talking to you soon.

Kind regards

Atama O'Donnell
(Director of Leading Homes)



Looking at the finished result, you wouldn't have thought that prior to the renovation this home was previously part of the leaky building syndrome.



About Leading Homes

Here at Leading Homes we understand that this is an exciting and expensive time of your lives.

We strive to be as transparent as possible so that you understand every step along the way and are well informed.

We know that time is money and you absolutely can not wait to get into your ultimate goal

We work in a timely fashion with professionalism and precision to detail to produce your quality home or renovation ON TIME.

We believe that every client is different, and requires a tailor made build to fit their living needs in order to be truly satisfied with the finished product – after all, it's yours to live in. At the same time, we strive to be as cost effective and streamlined as possible, and we are able to cater to several different pricing brackets.

Working with a specially chosen team of designers, architects and builders, Leading Homes can ensure that the finished product is of the highest possible standard – we aren't a mass-produced housing company. We work with you through each step in the process, taking your ideas and supplementing them with our own expertise.

Throughout my years in the building industry I have discovered how a business should be run and what really sets a building company apart from the rest and those values are what drives Leading Homes to this day:

We believe in...

- Professionalism
- High levels of communication
- Respect
- Honesty
- Quality

These values have allowed us to gain respect within the industry and please many of our clients with our outstanding service. Thanks to these philosophies we have many very happy clients who are proud to recommend **Leading Homes**.



Stylish New modern finish to this build, catering to the clients wishes of wanting more light entering the house, hence the feature of tall glass windows .



Why Choose Leading Homes?

We aren't a large corporation, we are a small group of young enthusiastic builders. Our work is our pride and our quality standards speak for them selves.

We rely on our satisfied customers as majority of our jobs come through word of mouth & referrals!

Every job is carefully project managed by the director Atama O'Donnell from design to handover

- ✓ **Exceptional Project Management**
- ✓ **We Specialise in New Homes & Renovations**
- ✓ **Members of the Certified Builders Association**
- ✓ **Number One New Home Build Guarantee**
- ✓ **Many Satisfied Clients**
- ✓ **Experience and Expertise**

1. Exceptional Project Management

We have put in place streamlined office and on site systems, allowing easily managed projects, well informed staff and great communication.

Completing your home on time and on budget is a high priority and with Atama overseeing all from beginning to end we can ensure that everything is done correctly and efficiently

2. We specialise in new homes and Renovations

New home builds are our expertise!

With numerous new homes and renovations under our belt we can confidently say that we understand the process from design to completion and everything in between.

You can rest easy knowing that you have the right team on the job. Working in this field we have carefully selected quality tradesmen to help with painting, roofing, bricklaying etc

3. Certified Builders Association of New Zealand

As members of the Certified Builders Association of New Zealand (www.certified.co.nz) we are able to provide you with benefits that can allow you to sleep stress free during the build. All our projects of \$30,000.00 can be covered by Certified Builders 10 year Halo Guarantee. Which covers.

- 10 year cover for the full contract price, for structural defects including weather tightness issues, once building work has been completed.
- 10 year cover for the full contract price, for non structural defects once building work has been completed.
- Subcontractors and suppliers.



Nice premium Pine deck, one of the most cost effective ways to create a great outdoor living area with an impact finish.

-Birkenhead Auckland



4. Your Guarantee

You can rest easy with our new home build guarantee

If you have heard nightmare stories about new home builds running over budget or over time fear no more as Leading Homes prides ourselves so much so on delivering your dream home on budget and on time that we guarantee it. With our wealth of knowledge and experience in new home builds there's no surprise we haven't seen before which is why our timeliness and costs are kept down.

5. Many Satisfied Clients

Don't just take our word for it!

If you have any doubts we aren't as good as we say we are then please take some time to read some comments from past clients. We believe in handing over a home that is 100% going to make you happy and one that you can feel excited about when driving home after work. Many of our jobs comes through referral, which is why we would love to continue this great trend.

Our mission is to become a company that is renowned for quality and high standard new home builds and renovations and we won't get there doing sub par work, which means you can expect the best service, professionalism and quality craftsmanship when dealing with us.

6. Experience and Expertise

Working with the best!

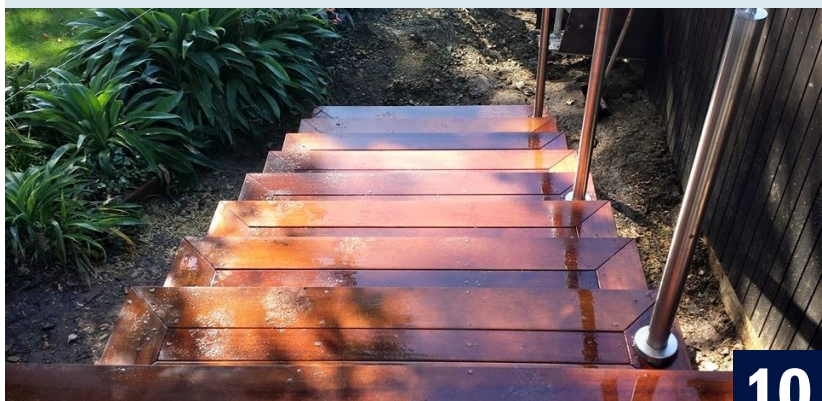
Not only do we ensure we're delivering the best quality craftsmanship but we reinforce this by only having the right qualified team members to build your home who are experienced and understand our high standards.

We believe in being more than tradesman and strive to be masters of our craft which is why we aim to deliver a home that you are completely satisfied with.

"Pride in your work place, pride in your performance=Pride in yourself!"

Whether it be a big job or small like a set of stairs, the team at Leading Homes approach each task with the same attitude and attention to detail.

-Outdoor Stairs as part of a new home build, Remuera, Auckland



Who is Atama O'Donnell?



Atama O'Donnell
Director
Leading Homes LTD



When I grow up I want to be a builder just like my dad.

“Building pushes me to advance my skillset constantly”

In the beginning

Building has been a part of my life for as long as I can remember. I always enjoyed helping out my Builder Dad on neighbourhood projects in the Far North and at a young age I became a father myself. I followed in my dad's footsteps as I knew building would be a practical, honest trade with a skillset that will guide me through life.

So why building?

I love to be challenged and learn new systems and designs. Building pushes me to advance my skillset constantly and gives me a great accomplishment at the end of each task. I'm forever coming away richer in knowledge and abilities. This ever changing industry keeps me busy and on my toes.

I started my building career in 2005 and after 18 years I still find myself enjoying it but just on a larger scale!



Time spent away from work

I've always been into basketball. Over the years I have represented northland with the Suns and won awards of sportsmanship. It keeps me fit & social and a great way to unwind.

Milestones

A humbling achievement for me was participating in the 2010 Apprentice of the year competition. Winning 1st place at the North of Auckland regionals and placing 3rd at the Nationals held in Wellington.



Atama with his award



“ Atama and the team have just finished the most amazing reno of our old 70/80's bach in the Bay of Islands. Atama was always easy to deal with and combined with his attention to detail and strong work ethic, Leading Homes is an easy recommendation for work around your house, big or small! ”



Your New Home Build Guarantee



REPUTATION:

At Leading Homes we are proud to be members of Certified Builders of New Zealand. Using a Certified Builder, not only can you relax knowing you have quality professionals working on your valuable home. You also receive the Halo 10 year residential guarantee by virtue of having a Certified Builder perform your work.

REASSURANCE:

The quality of our staff, subcontractors and processes means we guarantee our workmanship for 12 months. In the unlikely event any faults are found in workmanship within this period they will be taken care of.

RELIABILITY:

From the initial meeting with you, our Client questionnaire ensures important points aren't overlooked when planning your project. A project management plan is issued to you the homeowner, the building team and subcontractors ensuring your project runs smoothly, keeping everything on time and on budget. As the project progresses our 284 point quality control checklist ensures

REFERRAL:

Our Aim is to be 'Northlands most recommended and referred Builder'. We pride ourselves on having 93% of our client base from referrals — this is the best compliment we could hope for. Action speaks louder than words — our aim will ensure you have a great building experience.

RESPECT:

Our over-riding rule of engagement is our worksite is your home. In practice this means our employees work to the 'rules of the game', which ensure your home, and its occupants are treated with the respect they deserve.

REVISIT:

Following completion, we will hold an ongoing maintenance file for your renovation and will contact you in the future when scheduled maintenance is due whether it be an annual job or every five years to ensure your renovation stays in top condition. This will be unique to each job and dependent on the products used.

Atama O'Donnell

Rhiannon O'Donnell

Date

100% Service Guarantee

You may have concerns after hearing nightmare stories of new home builds but with Leading Homes your mind can rest easy as we provide the one of the best new home build guarantees around. We have the right systems and processes to stay on top of any job.

- **Contracts**
 - **Project Planning**
 - **Variation Management**
 - **Detailed Checklist**
 - **Daily Site Logs**
- And more...**

At Leading Homes are proud to be apart of the Certified Builders Associations of New Zealand.

Certified Builders have strict criteria for membership, only allowing trade qualified, suitably referenced applicants to join. Using a Certified Builder, not only can you relax knowing you have quality professionals working on your valuable home, you are also receive the Halo 10 year Residential guarantee, by virtue of having a Certified Builder perform your work. **Non Completion**

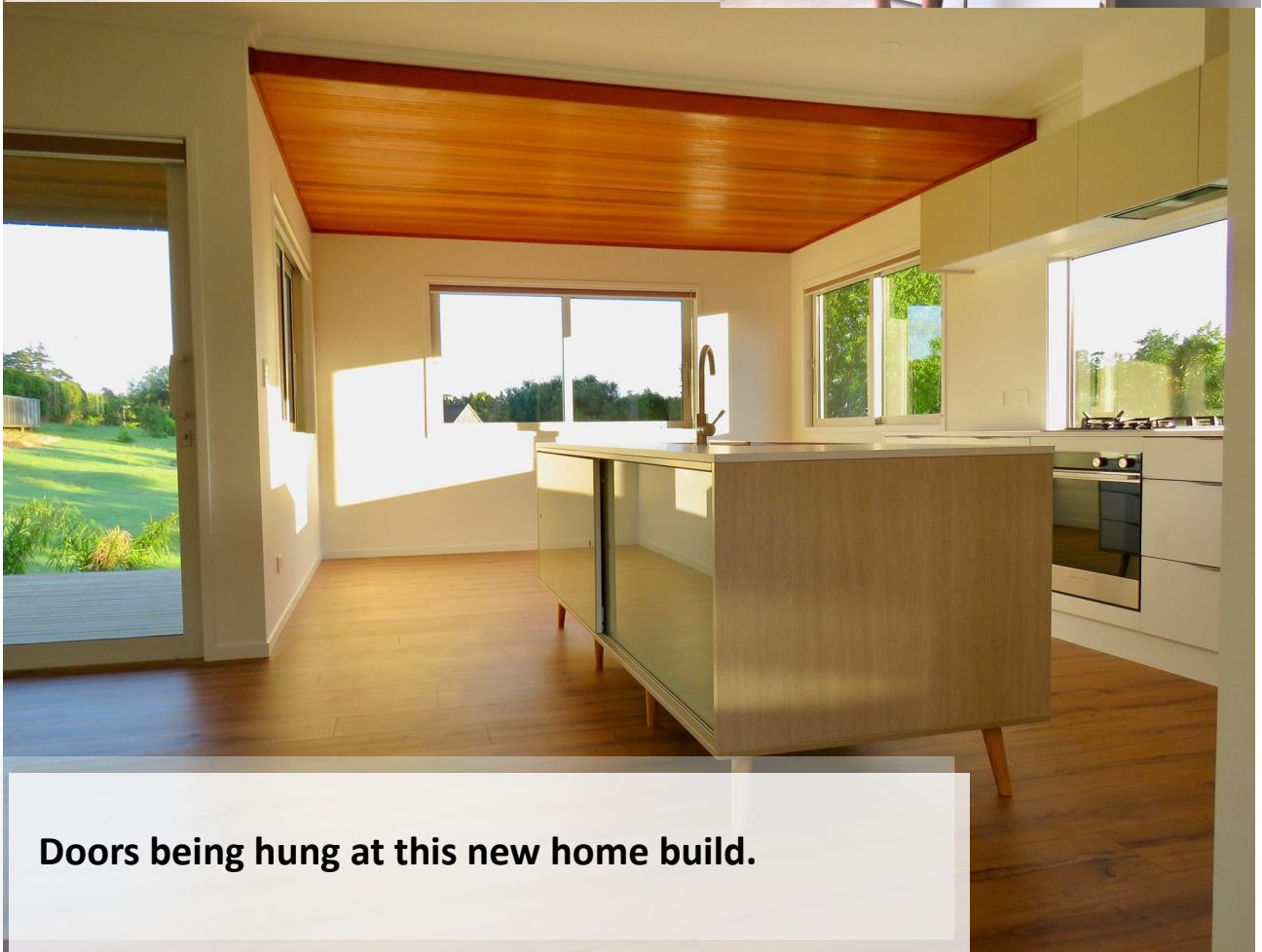
Where a Certified Builder is the head contractor the guarantee covers materials and work completed by your Certified Builder and the sub-contractors engaged by him, subject to the limitations and exclusions in the guarantee agreement.

The quality of our staff, subcontractors and processes means we guarantee our workmanship for 12 months.

In the unlikely event any faults are found in workmanship within this period they will be taken care of.

Our internal processes ensure quality checks are performed – and signed off – at each stage of the project so you can be assured your project is not only being performed to regulatory standards, but also to our own high internal standards.

**Apprentice Miles cutting and applying Gib board
“measure twice, cut once”**



Doors being hung at this new home build.

Meet the Team!

Our team of highly qualified and experienced guys have the skills to get your new home built the right way

At Leading Homes our quality high standards flow through from your home build or renovation, to the carefully selected team on the tools.

We have an awesome bunch of young hard working men. Some of which are working hard on their apprenticeships and others have been working in the building industry for over 10 years!

Together we have a team that adheres to a culture of doing things right and to a high level so you can rest easy knowing the right men are on the job.

Going the extra mile is something we take pride in, so you can be sure no shortcuts are taken and at the end you'll be more than happy with your lovely new home or renovation.

How We Work With You

Leading Homes manages the process from design to creation to ensure your vision comes through exactly as planned . Our 6 step process will allow you to see how exactly we'll work with you and give clarity to what can be a daunting period.

Step 1 Introduction

We'll follow up your enquiry to discuss your desires and needs for your new home, if we can give you the right service to complete the project we'll then schedule a meeting in person.

Step 2 In Person Meeting

This is where we'll go in depth about the vision you have for your home, we'll define what's important for yourself and family, budget, time frame, and desires for what you want with your home. We'll have a clear plan on what we can give to the architect.

Step 3 Design & Concept

We'll then put you in contact with the right architect who can make your dream a reality as well as anyone else that will be needed for the project such as engineers or surveyors. We'll then be able to define a relevant budget and produce a quote for you.

Step 4 Finalise Paperwork

A quote is then finalised after sign off of all relevant designs and documents. Start and finish dates are also included and give clarity on a timeline to when you can expect to have your home completed.

Step 5 All Engines Are Go!

The project will then begin while maintaining constant communication with you, Any alterations you request during the build are priced up and confirmed with you before work has started.

Step 6 Congratulations!

Your stunning new home is completed and you can begin a new exciting chapter of your life. We'll have your new home professionally cleaned and tidy all ready for you to move in. And hand over the keys!



“Atama it was such a pleasure to work with you and the leading homes team!. It was a tricky project and demanded a lot, out of all of us.

Looks like you and the team have done it justice. The finished product looks Fantastic. Well done!!”

Joanna Tynan - JTDESIGN ARCHITECTURE

I am sure the clients are thrilled with their new home.!



Frequently Asked Questions

1. At what stage do I involve a builder?

This can vary with each person, some are willing to come up with a plan and design on their own and some are more than happy to have a builders expertise from the start. This can be a good idea, especially with new home builds as there tends to be complications and details that the professionals know. This can help in reducing price of the overall build as well as time.

2. Will I need a building consent?

The majority of building work requires consent, especially with new home builds, apart from exempt work. Each stage of the building process whether it be structural, roofing or even moving services they'll all need a consent which is why involving a builder early is beneficial.

3. Do I need a licensed building practitioner

(LBP)?

With certain projects that are restricted during a build you'll need a LBP to complete the work. Work involving the building structure, weather tightness, and design of fire safety systems are all required to be completed from a Licensed Building Practitioner. This covers work that is critical to the integrity of a building, for example its envelope and structure. These changes were made to the Building Act 2004 and was brought in on March 2012.

4. Do I need my builder to be a member of an association?

It is highly recommended. By using a member of CBANZ (Certified Builders of New Zealand) you ensure they are trade qualified and have suitable references.

6. Do I get a guarantee?

Yes. With Leading Homes you'll receive the best new home build guarantee around so you can feel comfortable that the job will be done right. We'll maintain constant communication with you throughout the build so you're not left in the dark, ensure your home is built on time and to the agreed budget, as well as our team will be



An example of how to keep an epic view by using glass balustrade's

respectful and treat your home like our own. By using a Certified Builder you will also receive the Halo 10 year Residential Guarantee for further peace of mind.

7. How can I keep my building project on budget?

At Leading Homes we use a “ 284 pt Quality Control Checklist” that is specific to new home builds so that we can ensure every detail is exactly what you had planned as well as managed on time and therefore under budget. After all nothing will lesson the enjoyment of this process for you if costs start to run high. Of course with builds there are unforeseen circumstances or even alterations that you may wish to add, this is why we'll price up any changes you would like or that are needed prior to starting the work, this way you know how much it will cost and you won't be surprised.

8. Should I request a fixed price or charge up?

A fixed price can give more certainty at the outset, and works well in new builds. However there is more

than likely going to be certain “tagged” items of the build where a price can not be given, the price can usually not be confirmed until work begins.

Be aware of this when comparing fixed prices, as tagged items are replaced with the actual cost, therefore the ‘cheapest’ looking quote may not end up that way. Renovations also come across the unexpected eg repairing rotten timber that cannot be foreseen. Again this would be treated as a variation and added onto the fixed price of the project as and when it is discovered. Charge up can work well in renovations as you only pay for what is done, but it is important that the homeowner is comfortable with the integrity and trustworthiness of their builder.



Architectural new home built by Atama working for Coastal Homes.
-Taipa, Northland

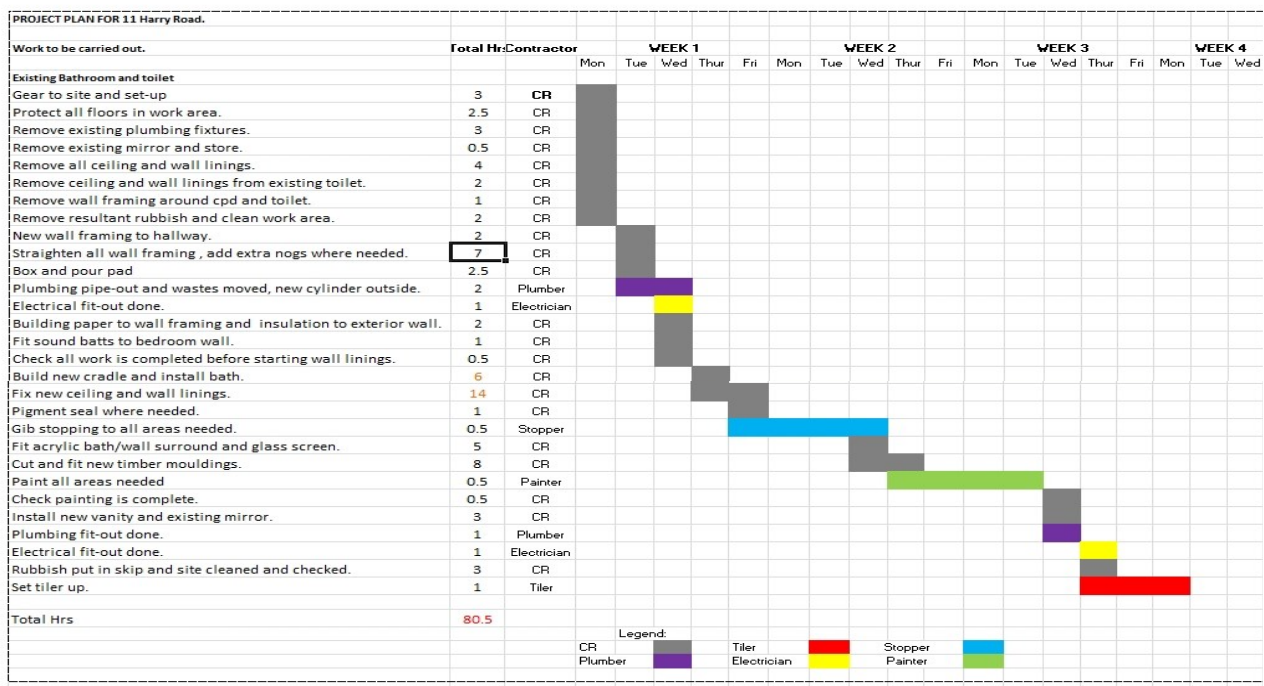
Appendices: Systems and Documentation

A comprehensive project plan ensures you get exactly what you expected, the detailed project schedule lets you know what is going on with your project every step of the way...

Systems and processes - these are really great and I wonder if you can bring them into your content above in - why choose us - make reference to the appendices attached, info about you - talk about how you are passionate in building a effective building process with your systems and process.... maybe you can talk about how it has been done poorly and you strive to do it better.. build of the clients worst fears and then make you the answer or safest bet, guarantee. I think systems and processes are really important and a huge selling point for clients - they can trust you if they know you have good systems in place to back up the talk...

Project scheduling

John Brown
11 Harry Road, Ellerslie



Rules of the Game

Time management

- Hours of work: Mon – Thurs 7.30am – 5.00pm, Friday 7.30am – 4.00pm
- Onsite, tool belt on ready to work at 7.30am
- 10am morning tea – 30 minutes paid
- 1pm lunch – 30 minutes unpaid
- Working and /or packing up on site until 5pm
- Timesheets are completed daily and are accessible to client
- Personal cell phones to be used only during designated breaks (including texting)

Presentation

- Clean and tidy appearance is expected at all times
- Uniforms to be worn at all times
- Temporary labour hire to wear Name of Your Building Company hi-viz vests on site

Courtesy

- Remember at all times you are working in somebody's home
- The homeowners and adjoining properties may be incurring some inconvenience while we are on site.
We minimise this by:
 - Keeping stereo's at a respectable level
 - Not using bad language
 - Keeping the site tidy and safe at all times.
 - Reducing dust 'spread' wherever possible
 - No smoking is allowed onsite except during designated breaks. Smoking during breaks should be conducted outside and well clear of buildings and other employees/contractors.

Safety

- Hazard board is always on display and up to date
- Owners are made aware of any specific safety issues
- Hazardco safety induction cards are read by every person on site
- Safe work practices are always maintained
- Driveways, footpath and road kept clear and safe at all times

Communication

- We operate in an approachable, open and honest manner
- Any issues discovered are promptly reported to the foreman
- Foreman promptly informs the project manager and /or client of any issues
- Any client concerns will be discussed, documented and actioned appropriately
- It is our policy to seek feedback from the client on the job, our staff and our subcontractors

Quality

- Our internal standards and building code standards are met by completing our in house checklists throughout the project
- The site foreman or project manager must be present at all council inspections
- Regular project meetings will be held to keep abreast of progress and costs



Health & Safety

Health and Safety is something we take very seriously especially with new home builds. Leading Homes is dedicated to ensuring a safe work environment through all projects at all times.

To do this we must:

- ✓ Providing a safe place of work, safe equipment, and proper materials
- ✓ Establishing and insisting that safe work methods are practised at all times
- ✓ Providing regular supervision, induction, and training of employees
- ✓ Ensuring all staff understand and accept their responsibility to promote and maintain a safe and healthy place of work
- ✓ Ensuring all contractors who work on site have a suitable and approved Health Safety Programme.
- ✓ Ensuring safe access to the house is maintained at all times if the owners are still living in the house.

On site, you will notice our health & safety in practice in the form of up to date Hazard boards on display, safety fencing, use of scaffolding (where appropriate), use of hi-viz vests, safety 'Tool-box' meetings and the presence of Site Safe safety induction cards. We work in partnership with Site Safe to uphold and maintain our health & safety standards.

Preferred Suppliers





A simple addition has maximum impact—it has added a multi functioning rooms to the house that can be opened up or closed off, and joins the house to the outdoors.



Wolstencroft & Associates Ltd

hospital design & operational systems: health planners: project management

64 Ness Road, RD2
KERIKERI, 0295 New Zealand

Phone: 021 628 998
(09) 401 6467

Reference Statement for the Home Construction Company Leading Homes Ltd.

Mid last year, after retirement, my wife and I decided to extend a house at Ness Road, Waipapa and after consulting an Architect and with drawings in hand set about appointing a builder.

I am not easily pleased but after extensive market analysis and with the recommendation of the Architect we approached home builders *Leading Homes Ltd.* The company recently had moved to the far north and came with the reputation that its director, Atama O'Donnell, was Northland Apprentice of the Year and Nationally at 3rd place.

I was further surprised that within several weeks *Leading Homes* construction price - (it was a reasonably high spec renovation of 100m2) - matched my budget requirements. Agreement was soon reached on provisional sums.

With building consent granted work commenced on time and it was soon evident that Atama as the company's project manager possessed a leadership and communication style that both client and sub-contractors enjoyed. He chose sub-contractors well, because the work undertaken was of excellent quality. At all times my wife and I were consulted on matters either because a choice of materials was required or Atama was aware of our particular interests.

Building comes with its challenges and it was good to know that whenever there were issues, solutions were always at hand and resolved by a knowledgeable builder.

Our extensions were completed on time despite being built through the winter months and also, very pleasing, within the budget parameters we set.

We are extremely pleased with the results and therefore have no hesitation in recommending *Leading Homes* to anyone considering building or renovating.

Ian & Nicky Wolstencroft
26th January 2019





LEADING HOMES

Quality Homes & Renovations



WWW.LEADINGHOMES.CO.NZ