

**JACK'S POINT RESIDENTS & OWNERS ASSOCIATION  
INCORPORATED ("Society")  
Annual General Meeting Minutes  
21st November 2023**

**Opening**

Clive Geddes (CG), opened the meeting, introduced himself, welcomed everyone and thanked Members for their attendance.

House keeping items were addressed

The meeting was noted as being recorded.

**Quorum**

Clive Geddes (CG), confirmed a quorum (25 Members).

The Committee Members present were introduced as

Southern Village Committee

Steve Mclaasc

Residential Precinct Committee

Simon Tavener

Neville Andrews

Tim Niven

Raylene McQueen

Area Committee

Mike Coburn as Chairman (MC),

Neville Andrews

Steve Murch was introduced as the JPROA Operations Manager and Kezia Evans as Administrator. Matt Harris was introduced as representing McCulloch and Partners as accountants for the Association.

An overview of the Precincts and the relevant Committee structures was provided.

(CG), noted that a review of the current Committee structure would be undertaken in the coming year with the aim to streamline and simplify.

**Apologies**

Apologies were entered for

- Margaret Rahman
- Richard Brabant
- John Herhily

(CG) Moved that the apologies were accepted

Seconded, Neville Andrews

Passed

## **Business of the Meeting**

### Area matters

(All members could vote)

- 1) That the previous year's Annual General Meeting minutes be accepted as a true and correct record.

(CG), opened the floor for questions - no further matters were raised.

- Moved, Simon Taverner
- Seconded, John Holland
- Passed

- 2) Chairmans Report

(CG), noted that the report had been circulated and requested any queries and / or comments from the floor.

### Queries from the floor

Neville Andrews requested a correction to the report was noted – he was not Chairman of the wastewater Committee; Mike Coburn was – correction noted.

No further questions or comments from the floor were raised.

(CG), moved that the report be accepted

Seconded, Mike Coburn

Passed

- 3) Annual Financial Reports

Matt Harris was introduced for McCullough and Partners.

(CG), asked if there were any questions from the floor regarding the audited accounts.

Guillaume Charton queried the golf levy and whether Members would receive any money back, should the golf course be making a profit.

(CG), answered no, the requirement for the golf contribution was set out in the Constitution and secured under covenants that were registered against every title.

(CG), further noted that the Committee had requested a copy of the expenses for the previous three years from the Golf Course operator which had been provided.

(CG), noted that in the coming year the overarching levy structure will be reviewed by the Committee with the aim to simplify that structure but that the only way to amend the golf levy would be with the full agreement of the golf course owner.

Deb Clearwater queried the Golf Course expenses versus the JPROA Golf Levy and (CG), noted that the income from the JPROA levy to the golf course was currently less than a third of the golf courses annual expenses. (CG), further noted that under the Golf Deed, the operator had the ability to levy for the full amount but was not indicating that the additional cost would be recovered.

Julie Jamieson queried who the golf course operator was, Mike Coburn commented that the operator was a Darby Entity, Jack's Point Golf Limited.

Grant Colquhoun queried if the covenant requiring payment of the golf levy could be changed, (CG), responded that this would require a legal opinion but that it was likely to be extremely difficult.

Matthew Day – Queried exactly how the levy was calculated, (CG), noted the calculation was too complex to explain but that it could be sent out if requested.

Kate Holland queried whether the golf levy covers all properties inclusive of the Village, Mike Coburn noted all properties other than retail.

Grant Colquhoun further queried if the levy would reduce as more properties in the village came online, Matt Harris responded no and explained the basis of the calculation.

Rob Hay queried the grounds maintenance costs and how they had increased significantly over CPI. (CG), quoted a summary already provided by Matt Harris with the two primary factors noted as the weather with high rainfall this year having led to increased mowing requirements and that the CPI increases in the contract were linked to specific components which had increased far more than the general CPI index. Fuel in particular was noted because 40% of the annual maintenance cost was is fuel.

Rob Hay also queried the plan for the future and how the rising costs would be addressed. (CG), noted that the current maintenance contract expired in June next year and that before that time, the community would need to decide what standard they would like the estate kept to, for example more spaces could be put to hay rather than mowing.

Matthew Stewart queried who audited and managed the work completed by Delta. (CG), noted that performance was reported to the Committee on a monthly basis Matthew Stewart further queried when the contract was last tendered, (CG), noted that the current contract had run over a 15 year period and had been renewed twice within that time.

(CG), noted that the JPROA would go to market when the current contract expired but also noted that Fulton Hogan were in the process of pulling out of Queenstown and that the contracting environment was difficult in the current climate.

Guillaume Charton queried if the quarry was on JPROA land and did the JPROA receive any income from that? (CG), responded that the quarry was on JPROA land but and that no income was applicable but that land would be reinstated when the quarry was gone. (CG), further noted that the quarry was one option that was being considered for additional parking for the JPROA. In the interim the land was currently covered by a lease which removed any liability from the JPROA. The current lease was noted as expiring at the end of use which was estimated to be another 7 – 10 years.

(MC), further clarified that the quarry was gradually reducing in size and was being contoured and grassed for grazing as the land became available.

(MC), further clarified that the current boat and trailer storage was on Developer land but that the income from that, went back into the JPROA.

Guillaume Charton queried if the JPROA received any income from the farmer grazing JPROA land, (CG), responded no, the grazing only removed the cost of maintenance for the JPROA.

Emma Bryant queried the market rate for grazing, and whether we were losing out on potential income and whether we could review the rates we charged? (MC), noted that the JPROA land parcels currently grazed were too small and difficult to farm, to generate an income for the JPROA.

(CG), further noted that we had the potential to increase the areas being grazed but that fencing was currently \$28 a meter.

Ashley Light queried whether any consideration been given to forresting certain areas utilising potential government subsidies and credits (CG), commented that the trees would almost certainly need to be native species and whilst there were a couple of areas that could accommodate the planting of beech trees, that this would need to be considered in relation to a change in the of status of the openspace from grassland to a planted outcome.

Julie Jamieson queried the overall running costs with administration fees, management fees and computer support equating to approximately 40k a month. (CG), noted that the management of the JPROA is contracted to JP Management Ltd who employ Kezia Evans and Steve Murch. The contract set the standards for the overall management of the Society including the enforcement of Bylaws and administration.

Matt Harris noted computer costs covered all of the costs of the specialised software required to run both the administration side of the association and the infrastructure. (MC), further commented that these costs covered the systems for the water and wastewater treatment plants.

Matthew day asked if the Committee could provide some comfort that sinking funds were sufficient for future upgrades. (CG), noted that there had been some significant changes to the sinking funds at the start of the year with this being the first year that sinking funds had included a capital reserve levy which had been struck against estimates provided by managing consultants for the required wastewater and water upgrades.

(CG), further noted that the Committee had a reasonably clear idea of the upgrades required due to both components wearing out and due to meeting external agency standards.

Whilst nothing was absolutely guaranteed, the additional capital reserve structure should mean the the JPROA would be able to meet increasing requirements and future upgrades without any special levies needing to be introduced.

(CG), further noted that the JPROA has the systems to enable the Committee to understand what our operating costs are likely to be.

Ross MacKay asked if there had been any further development with the Jack's Point wastewater being disposed of to QLDC, (CG), responded no, it had proved difficult to maintain conversation with the correct personnel at QLDC.

(CG), outlined the issues with getting wastewater across the Kawarau river but noted that the Committee would continue to monitor what QLDC was putting on the table for infrastructure in the southern corridor.

Matt Stewart queried if we have any concerns with our wastewater capacity with a growing population (CG), noted no, but that we are exposed to changes in standards that may come from central, local or regional government.

Ross Mackay raised the issue power redundancy with multiple power cuts (CG), noted that with any major outage there is only so much capacity in the system. (CG), further noted that Steve Murch had raised the issue of back up power for wastewater and water systems and that this would be a priority in ensuring our systems were not affected by power outages.

Guillaume Charton queried if more people contributing would reduce the overall maintenance costs as more properties came online (CG), noted that the cost of maintaining green space was increasing faster than the number of people living here.

(CG), also noted that there had been discussion around the amount of open space that we pay to privately maintain that is heavily utilised by neighbouring subdivisions and that there may be the case for us to go to QLDC and request that those parties, through council, make some sort of contribution. (CG), noted that QLDC do have the ability to introduce a special rate for that sort of purpose.

(CG), then moved that the financial statements be accepted.

- Seconded, Julie Jamieson
- Passed

#### 4) Appointment and Remuneration of Auditors

That the Society be authorised to appoint an auditor and to fix the auditors' remuneration for the ensuing year.

The current auditors were noted as Deloitte with this year's audit fees being approximately 11k, (CG), noted that the fees seemed reasonable for a company with annual income of around 4 million.

- Moved, Jim Sweeny
- Seconded, Drew Niles
- Passed

#### 5. Mandate for the Area Committee

That the Area Committee is mandated to engage with the Developer to explore the rationalisation of open space areas within Jack's Point to reduce the maintenance cost burden for the Society and for better access and linkage outcomes.

(CG), noted that some small parcels of JPROA owned land were of absolutely no benefit to the JPROA and that some of these small parcels (such as the JPROA owned land at the Golf maintenance depot with the irrigation pond sat on it), actually carried risk to the JPROA.

There are other small parcels of land that do not currently belong to the JPROA that could be utilised to create better connectivity between spaces or

offer alternative benefits such as with the connection between Lake Tewa and Willow Pond which would be helpful in enabling the JPROA to better protect the quality of Lake Tewa water.

The mandate will enable the Committee to start talks with the Developer to tidy these areas up.

(CG), noted that any disposal of JPROA land would require a special resolution at an SGM so all Members would get to vote and will be kept informed as talks progress.

(CG), further noted that there was no risk of the controlling member vote being used in relation to these matters as an Undertaking to this effect had been already provided.

(CG), noted that the preliminary review of these parcels of land had been undertaken by himself, Simon Tavener, and Steve McIsaac.

(CG), noted that the use of any land disposed of could not be changed without a plan change.

A question from the floor queried the land we wanted to gain (CG), responded a walking easement across the golf course and a corridor of land at the top which already included the cart track, and the land that includes the connecting channel between Lake Tewa and Willow Pond.

It was also queried if we have any control of the flow into Lake Tewa from higher up (CG), noted that Willow Pond was owned by a Darby entity and that a working group had been formed to discuss water quality. The working group included the Developers and Falconer and Co representatives.

(CG), then suggested that if there were no more queries, the accounts be accepted.

- Moved, Rob Hay
- Seconded, Kate Holland
- Passed

Mathew Day suggested that when motions were put to members, the area committee could also commission a peer review / independent advice to also provide to Members as part of due diligence (CG), noted that the Committee needed to wait for a reaction from the Developer before any further investigations were undertaken and that all Members would be kept informed.

### Residential Precinct Matters

#### 6. Residential Committee Members' Honorarium

That the Residential Committee members each be paid an honorarium of \$1,000, subject to their attendance at over 75% of meetings and achieving any other participation criteria the Residential Committee reasonably sets.

Moved – Jason Bartlett

Seconded – Jim Sweeny

Voted – Passed

Ashley Light noted that the honorarium had not increased since being introduced and queried whether that amount is still sufficient, Steve Mclaasc noted that is was really a gesture of good will.

7. Election of Residential Committee Members

a. That the Residential Committee comprises five general committee members.

- Moved, Clive Geddes
- Seconded, Ruth Joiner
- Voted, Passed

(CG), noted that the Constitution requires 2 committee members resign by rotation and that himself and Simon Taverner would resign but would re-stand.

(CG), asked for any nominations from the floor.

Guillaume Charton nominated Emma Bryant.

Seconded by Linda Griffin

Emma Byrant then introduced herself.

(CG), noted that as three candiates would stand for two spaces, a scrutineer would be required and suggested Matt Harris.

Moved, Mike Coburn  
Seconded, (CG)  
Voted, Passed

Simon Taverner and Clive Geddes were re-elected to the Committee.  
(CG), thanked Emma Bryant for standing.

(CG), moved to have the voting papers destroyed  
Seconded, (MC)  
Voted, Passed

Southern Village Precinct

1. Election of Southern Village Committee Members

- a) the Southern Village Committee will comprise four general committee members.
- b) election of one general Southern Village Committee Member.

Mike Coburn Seconded

Steve Mclsaac was re-elected to the SVP committee.

## Northern Village Precinct

### 1. Election of Northern Village Committee Members

- a) That the Northern Village Committee comprises three general committee members.
- b), election of one general Northern Village Committee Member.

Dan Wells was re-elected to the Committee

## General Business

(CG), raised the proposed amendments to the Constitution as largely regarding the position of the Controlling Member, the Rental Agency and some other minor items. (CG), noted that they were progressing through iterations and that a marked up copy of the Constitution had now been provided to the Committee for review. (CG), noted the amendments as ongoing and a work in progress.

(CG), opened the floor for any general business items.

Guillaume Charton invited everyone to the QE11 Trust talk and provided the relevant details.

Ruth Joiner gave an update on the Community Response Group (previously known as Civil Defence) and provided helpful tips on household preparedness and sources for further information.

<https://getready.govt.nz/>

(CG), raised a motion to thank Steve Murch and Kezia Evans for their contribution to the day to day running of the Society over the last twelve months.

Voted, Passed.

(CG), also thanked Mike Coburn and the Members of the various Committees.

The meeting was closed at 8.20pm