

# Huka Falls Resort Residents' Association

## Committee Meeting



Place: 18 Chateau Crescent, Taupo  
Time: 5.00pm Date: 18<sup>th</sup> November 2021

### MINUTES

#### **PRESENT:**

Dean Calvert (Chair), Iain Mutch, Wade Helleur, Jackie Robinson and Beth Hussain

Gill Brickell (Guest) – minute taker

**APOLOGIES:** - None

#### **MINUTES OF PREVIOUS COMMITTEE MEETING:**

Held on Thursday 21 October 2021 - Passed as a true and correct record via email to/from committee members as signatories of bank account needed to be sorted.

#### **MINUTES OF PREVIOUS COMMITTEE MEETINGS NOT SIGNED OFF:**

Held on Wednesday 4<sup>th</sup> August 2021 - Passed as a true and correct record as these minutes were not passed upon meeting where Ted Swanney resigned as Chair.

#### **SPECIAL COMMITTEE MEETING held on 7 November 2021**

**Motion:** That the minutes from this special meeting be received as true and correct

**Moved:** Jackie Robinson                      **Seconded:** Iain Mutch                      **Carried**

Matter arising - Melita has taken charge of accounting and business records for HFRA

#### **SPECIAL COMMITTEE MEETING held on 18 November 2021**

**Motion:** That the minutes from this special meeting be received as true and correct

**Moved:** Beth Hussain                      **Seconded:** Iain Mutch                      **Carried**

#### **General Resolution:**

That all previous meeting minutes be Passed as a true and correct record

**Moved:** Beth Hussain                      **Seconded:** Wade Helleur                      **Carried**

**The reason for the Committee being late to ratify details is because there was not a Secretary present to pass on relevant information and supporting documentation to Committee Members**

## **CORRESPONDENCE INWARDS:**

- Notification of Proposed Special General Meeting – noting incorrect procedure undertaken
- Email notification from Kiwi Bank for confirmation of signatories – remove Ted & Christine and add Dean & Jackie as new signatories
- Tera Pressly (Tremains Real Estate) email checking documentation for Sale/Purchase of 5 Bastille Court
- Emails from RA Members with whole hearted support given to new Committee
- Email from Ted Swanney in response to Committee response to call off the SGM
- Possible candidates for Secretary/Treasurer position
- Emails from Robyn King re hand over
- Email from Ted Swanney agreeing to postponement of SGM
- Emails from RA members re. speed zone review
- Email from Clayton Stent – apologies for not reading RA email
- Emails from Robyn King re: handover & AGM minutes not sent out

## **CORRESPONDENCE OUTWARDS**

- October newsletter to RA noting acknowledgement of calling a SGM with response to follow
- Email to RA in response to calling a SGM via email sent to RA not HFRRRA Committee as protocol under the HFRRRA constitution requirements
- Acknowledgement to supportive RA members emails to committee
- Email to Group of 5 + Secretary re: process and invalidity of calling a SGM
- Email to Ted Swanney (and group of 5) re: SGM – calling committees' stance on postponing meeting
- Email to RA members notifying of SGM postponement
- Letter/email to Clayton Stent re: response to his last email (Amano Ridge link to RA)
- Speed Zone review email to residents for feedback
- Acknowledgement to RA members responses re: speed zone review email
- Request to Le Pine & Co. Ltd for information in regards to new owners of 8 Chateau Crescent
- Updated HFRRRA contact details sent out to contractors
- Email to Ted Swanney re: clarification about 2021 AGM minutes not sent out while he was Chairman
- Deed of Arrangement to Clayton Stent (Beth)

Correspondence Inward be Accepted and Correspondence Outward be Approved

**Moved:** Wade Helleur

**Seconded:** Beth Hussain

**Carried**

## FINANCIAL REPORT:

### Updated Financials to 15<sup>th</sup> November tabled.

Invoices from 2 September not provided with Agenda from absent secretary (now noted to bring records up to date)

- FAA Payments: 15 September (**\$732.50**), 28 September (**\$732.50**), 15 October (**\$736**), 20 October (**\$27.43**), 28 October (**\$732.50**) plus final payment (**\$736**)
- JCM Robinson – Reimbursement for purchase of trees – dated 30<sup>th</sup> September - **\$1360.00**
- Nova Energy A/P dated 8 October - **\$92.32**
- Smart Move dated 20 October - **\$210.00**
- Sawyers Lawn Services dated 20 October - **\$650.95**
- Sawyers Lawn Services dated 20 October - **\$4433.47**
- Inland Revenue dated 28 October - **\$1313.20**
- Nova Energy A/P dated 2 November - **\$60.81**

**Motion:** That the payments as made be ratified

**Moved:** Iain Mutch

**Seconded:** Beth Hussain

**Carried**

### Accounts for payment:

- Jackie Robinson – reimbursement for new HFRRR PO Box - **\$190.00**
- Jackie Robinson – reimbursement for Stuff & Taupo Times invoices – Situations Vacant (Admin/Secretary position) - **\$41.18**
- Sawyers Lawn Mowing Services - **\$4433.47**
- Raintech Irrigation Services - **\$672.75**
- Smart Move Leisure – Lawn care on behalf of vacant site residents (Lots 38, 39 & 40) - **\$210.00**

**Motion:** that the above accounts be passed for payment:

**Moved:** Wade Helleur

**Seconded:** Beth Hussain

**Carried**

### Invoices to be sent out: (Melita to Invoice)

- Lawn care to owners of Lots 38, 39 & 40 - \$210.00 as per above payment to Smart Move Leisure

**Moved:** Dean Calvert

**Seconded:** Jackie Robinson

**Carried**

## GENERAL BUSINESS

- **Hand Over Complete** – went relatively smoothly – Robyn has been very thorough and should be acknowledged for all the work she has done over the years. Melita to communicate with Robyn for any info required. Details around Contractors not complete. Dean to meet with Sawyers and Raintec to establish what exactly they are getting paid to do and to get this all documented.
- **Feedback from Melita via Dean** – Management Report and YTD budget done. Committee to look over these and give feedback. Updated valuation of land owned by HFRRR to be got. Establish details of Sawyers Contract noting that Body Corp is separate to HFRRR. Dean to meet with Matt Laity and owner of Amano Ridge re: payments due.
- **Secretary/Treasurer Position (Administrator)** – Jackie & Dean to redefine this role and meet all applicants to position advertised

## GENERAL BUSINESS (CONTD)

- **Lawn Mowing Contract** – Sawyers OR maybe HFRRA to employ someone in a Caretaker/Contract role
- **Raintec** need to contact Committee when testing irrigation system
- **New email address up and running**
- **Future proposed Committee meeting dates to be set just prior to 20<sup>th</sup> of each month**
- **Website WIP** – Jackie working on this – up and running by end of the month. Jackie has advised that she will pay for this herself as donation to RA.
- **Feedback from RA members** re suggestions within development (add link to website)
- **Bench Seats** – Dean has offered to pay for the materials needed for these and Wade has offered to make them. Suggested using macrocarpa sleepers. Wade & Jackie to establish where to place these. Hope to be done by Xmas
- **Irrigation in Chateau Crescent** – Dean to contact Contractor as faulty
- **Clayton Stent** to be followed up as not heard back from him
- **Management fee** for lawn care of vacant lots – No charge to be made
- **Resource Consent** – Matt Laity – Amano Development – Café etc. Wade has obtained copy of this which he will forward to Committee Members for further discussion, Submissions to be sort from residents. Dean and Beth to meet with Matt re noise/ hours of trade etc concerns as the cafe is a commercial enterprise.
- **HFRRA 2021 AGM Minutes** – to be sent out to members asap along with an apology letter for the delay in doing so, as the Committee was not aware the previous Secretary had not followed the distribution process through
- **Speed Zone within development** – 30km/hour seems to be the consensus. This to be conveyed to Council
- **Gifts of gratitude** to be purchased for both Robyn & Ted. Flowers and Gift Basket for Robyn and bottle of wine for Ted – Dean to organise
- **Newsletter to residents** updating them on what's happening in the community.
- **Special General Meeting** – still keen for this to go ahead when Covid 19 regulations allow to answer any questions/queries residents may have
- **Melita** to contact Robyn King for Invoices for remuneration payments made to her from 15 September
- **Discussion** on purchases of goods by committee members needing reimbursement

### MOTION To be passed as a result of General Business

Committee members can purchase goods on behalf of the Committee so long as goods have been budgeted for and pre-approved/recorded at a meeting.

**Moved:** Dean Calvert

**Seconded:** Beth Hussain

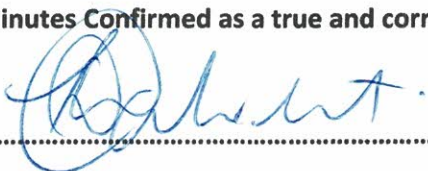
**Carried**

### NO FURTHER GENERAL BUSINESS

**MEETING CLOSED: 6.22pm**

**NEXT COMMITTEE MEETING:** Wednesday December 8<sup>th</sup> 2021, 4.30pm at 14 Chateau Crescent

**Minutes Confirmed as a true and correct record**



Chairperson

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Date