

MINUTES

Hobsonville Point Residents Society Committee Meeting

Venue:	Offices of HLC Ltd, 5 Marlborough Cres, Hobsonville Point
Date & Time:	Thursday 16 November 2017 at 6:40PM to 8.45PM
Present:	Yvonne Bull, Craig Burrowes, Sarah Curtis, Lindsey Dawson, Daniel Gerrard, Debbie Grace, Errol Haarhoff, Kim Robinson and Judith Selvaraj .
In Attendance:	Jodie Rahman (Crockers), Chris Aitken, Kathleen Waldock (HLC Ltd) and Peter Herbert (previous Chair)
Apologies:	Nil.

Item	Agenda Item
1.	<p>Introduction</p> <p>1.1 <u>Welcome</u> J Rahman welcomed the Committee to their first meeting and opened the meeting at 6:40pm.</p> <p>1.2 <u>Conflicts Register</u> There were no conflicts noted.</p> <p>1.3 <u>Meeting Protocol</u> Items not on the agenda will be considered by the Committee for additions to general business at the beginning of each meeting. These are likely to be urgent and or simple items. Deliberation will be timely, fair, orderly and thorough, but also efficient, limited to time, kept to the point and controlled by the Chair.</p>
2.	<p>2.1 <u>Introduction from HLC</u> C Aitken welcomed and thanked the new Committee for their service to HPRS. He gave an overview of the role of HLC and the relationship HLC have with HPRS. He reported that HLC are very passionate and keen to see HPRS thrive and become a strong community. A high degree of respect has been built between the Committee and HLC over the years and he is confident that this will continue into the future. C Aitken advised he will attend the Committee meetings on a quarterly basis, but is available outside those times if needed.</p> <p>The Committee thanked C Aitken and reported that they look forward to working closely with HLC to develop the society. <i>C Aitken left the meeting.</i></p>
3.	<p>3.1 <u>Handover from previous Chairperson</u> P Herbert gave an overview of the items outstanding from the previous Committee, of note was electing a representative to be a trustee of the Hobsonville Point Marine Sports Recreation Centre Charitable Trust. He provided the background on how the Trust was established and that the key stakeholders are Hobsonville Yacht Club, Westlake Boys High School Rowing Society, HSC, HLC and HPRS. P Herbert commented that once the Committee has agreed on who will represent HPRS, he is happy to provide a more detailed handover if desired.</p> <p>P Herbert also gave an update on the CCTV Proposal that was approved at the AGM. He reported that provision was put in the budget for up to \$50k for the initial phase. HLC are finalising the proposal with Focus who will be monitoring the CCTV part of the system, while the ANPR function will be monitored by Alarm NZ or a similar provider. P Herbert also reported that he spoke with Auckland Council about using their poles, they advised that HPRS would have to pay a hireage fee as well as pay for power. HPRS Committee will need to continue to work with HLC to progress this project.</p> <p><i>Post meeting note from K Waldock:</i> The proposed CCTV “base system” providing coverage of the 3 main entry/exit routes to Hobsonville Point, is proceeding slowly. The likely provider is pursuing Auckland Transport for approval & cost of mounting cameras on (and getting power from) light poles, and is finalising the mast design so as to get approval from the owner of the building where we propose to locate the mast and central processor. Once these requirements</p>

	<p>have been finalised, the work will need to be formally tendered to meet Government procurement procedures. HLC is hopeful that all this will proceed with a view to having the system in operation by the end of March 2018, all going smoothly!</p> <p>P Herbert advised that he was available should the Committee need to follow up on any other matters.</p> <p>The Committee thanked P Herbert for his contribution to the Society over the years and commended his efforts in getting the Society to where it is.</p> <p>3.2 <u>Minutes from previous meeting</u> It was resolved That the minutes of the meeting held on 19 October 2017 be approved as a true and accurate record. <i>[P Herbert / Y Bull Carried]</i> P Herbert left the meeting.</p>
4.	<p>4.1 <u>Introduction from Crockers</u> J Rahman provided a copy of the Service Level Agreement between Crockers & HPRS and gave a brief overview of the services Crockers provides to the Society. Crockers look forward to assisting the Committee in undertaking their obligations as outlined in the Constitution.</p>
5.	<p>5.1 <u>Committee Roles</u> The meeting agreed not to assign individual responsibilities at this stage until they have a better understanding of what is required within the Constitution and also from the Society as a whole. It was agreed to develop a roadmap as the Committee familiarises itself with its responsibilities.</p> <p>5.2 <u>Election of Committee Chairperson</u> It was resolved That Errol Haarhoff be elected as Chairperson for the Committee. <i>[Yvonne Bull / Lindsay Dawson Carried]</i></p> <p>5.3 <u>Election of Deputy Chairperson</u> It was resolved That Daniel Gerrard be elected as Deputy Chairperson for the Committee. <i>[Kim Robinson / Debbie Grace Carried]</i></p>
6.	<p>Financials It was resolved That the Financial Statements as at the 10 November 2017 be received. <i>[Judith Selvaraj / Errol Haarhoff Carried]</i></p> <p>J Rahman will arrange for S Curtis to have a more detailed discussion on the Financial Statements with Crockers CFO.</p>
7.	<p>Governance</p> <p>7.1 <u>Update on Toilets - Put forward by E Haarhoff</u> Y Bull and K Waldock gave a brief overview on the background to the design of the toilets and confirmed that the proposal was reviewed by the Review Panels. It was noted that Auckland Council changed the location without consultation from HPRS. E Haarhoff agreed to follow this up with Lisa White from Auckland Council.</p> <p>7.2 <u>AGM Matters Arising</u></p> <ul style="list-style-type: none"> - Facilities Manager As agreed at the AGM, the Committee has the ability to appoint a local, part-time Facilities Manager to support the strengths, skills and availability of the Committee. The Committee discussed this in detail, and agreed it should be parked and revisited in the new year. A sub committee will look at drafting the job description in conjunction with Crockers to ensure there is no cross over with Crocker's services. - Community Projects Criteria & Five Year Plan The Committee agreed to address these in the New Year as there is a lot of ground work to be done. The long term plan will need to take into account the rapid growth of community, especially in the next few years. It will also need to include the departure of HLC as Developer, and the take over of public spaces by the Auckland Council.

<p>8.</p>	<p>Communication/Correspondence</p> <p>8.1 <u>Website</u> An update was provided from Y Bull and it was agreed that she would manage the website while K Berry was on maternity leave. S Curtis agreed to assist Y Bull.</p> <p>8.2 <u>Broader communications strategy with members</u> The Committee emphasised the importance of communicating with residents and agreed to look at the different platforms that it can effectively do so, including Facebook and dropping mail in letterboxes.</p> <p>The Committee will research on the best channels to communicate with owners and in some cases including tenants as they are also a part of the community. The Committee will look into this further and provide an update at the next meeting.</p> <p>While the plan is being developed, the Chair agreed to send a communication to owners after Committee meetings to keep them updated on Committee discussions.</p>
<p>9.</p>	<p>Development & Construction</p> <p>9.1 <u>Come Fly With Me Day</u> The proposal to be involved in the Community Kite Festival was presented to the Committee. It was noted that this was a huge success last year and Openfort is looking to partner with HPRS this year so that it is more resident driven. The event is expected to be held in April 2018 and will feature flying kites of all sizes, games, activities and food stalls/trucks. The Committee agreed to consider the proposal and provide an answer to Openfort after the next Committee meeting.</p> <p>9.2 <u>Land Owner Approval</u> The request for HPRS to sign a 'Land Owner Approval' application form for the installation of a water connection for the community garden was discussed and agreed to. It was noted that HLC are paying for the installation, and the contractors at Waterford on Hobsonville Point Retirement Village will be installing it. K Waldock advised that HPRS will need to arrange the water accounts and assume responsibility for payment of any water bills. This has been passed on to the garden group.</p>
<p>10.</p>	<p>General Business</p> <p>10.1 <u>University of Auckland and Beacon Pathway</u> HLC is assisting two separate research teams (University of Auckland and Beacon Pathway) undertaking research at Hobsonville Point. Both teams have requested that HPRS help them send surveys to the residents of a selected block. HLC have identified BB21 / the Brickworks Block as being the most suitable for their study. The Committee gave its approval and requested that the results be presented back to the Committee.</p> <p>10.2 <u>Clark Road Residents</u> J Selvaraj raised concern that many residents of Clark Road are having difficulties leaving their cars in the driveway and opening their windows as there appears to be an excessive amount of limestone dust that is creeping into their cars and homes which is not healthy. The Committee agreed that this is less than ideal and encouraged residents of Clark Road to contact Auckland Council for ways to manage this issue.</p> <p>10.3 <u>Including Renters /Tenants into the Community</u> E Haarhoff reported that he is keen to look at ways of incorporating renters/tenants into the community as they make up a significant proportion of households in HPRS and it is important that they feel part of the community. The Committee agreed and this will be considered when developing the Five Year and Communications Plan.</p>
<p>11.</p>	<p>Next Committee Meeting A suitable date will be considered for the next meeting, as many people will be away in December. This will be discussed offline and emailed once confirmed.</p>