MINUTES OF THE COMMITTEE MEETING OF THE RIDGE RESORT BODY CORPORATE NO. 20743 (OTAGO REGISTRY) HELD AT THE RIDGE RESORT, 67 GOLDFIELD HEIGHTS, QUEENSTOWN 9300 ON SUNDAY, 2 MARCH 2025 AT 11.00AM (NZDT) PRECEEDED BY A PU OWNERS MEETING AT 9.00AM (NZDT)

-1. PRELIMINARIES

1.1 Present: David Fisher (DF) (Chairman), Maurice Chave (MC), Chris Cochrane (CC), Christine Toner (CT) and Bob Thayer (BT)

Apologies: Liz Lane (LL) – Resort Manager

By Invitation: Morrison Duncan (MD) and Nicola Warren (NW) – Classic Holidays

1.2 Confirmation of quorum

A quorum was present, and the Chairman declared the meeting open later than expected at 11.30am (NZDT).

1.3 Conflicts of interest disclosure

Conflicts of Interest were noted as per the register.

2. CONFIRMATION OF MINUTES

2.1 Committee Meeting held Tuesday, 3 September 2024

It was RESOLVED to approve the minutes of the meeting held Tuesday, 3 September 2024 as previously circulated, as a true and accurate record.

Moved: DF **Seconded**: BT **Carried:** all in favour

2.2 Committee Meeting held Sunday, 6 October 2024

It was RESOLVED to approve the minutes of the meeting held Sunday, 6 October 2024 as previously circulated, as a true and accurate record.

Moved: DF **Seconded**: BT **Carried:** all in favour

2.3 Committee Meeting held Sunday, 10 November 2024

It was RESOLVED to approve the minutes of the meeting held Sunday, 10 November 2024 as previously circulated, as a true and accurate record.

Moved: DF **Seconded**: BT **Carried:** all in favour

The Chairman approved use of his electronic signature.

3. BUSINESS ARISING

3.1 LTMP

MD explained that this item remained on the agenda so it could be minuted that Classic concurs with the advice sought from the Ministry of Business, Innovation, and Employment (MBIE), Liza Fry-Irvine and Asset Management Solutions. Following this advice Classic agrees that the current plan, which was created in-house, using the asset register provided by Asset Management Solutions, is compliant.

Moved: DF **Seconded:** CC **Moved:** All in favour

3.2 Review of the LTMP

The committee confirmed that the LTMP was adopted in June 2024 using information from the Asset Management Solutions asset register and as such, the review is not required until 2027.

The committee decided to recommend a motion at the 2025 AGM to opt out of consulting a professional when it reviews the plan. Full information explaining the reasoning behind this will be required for owners.

CT requested that the person(s) trusted to conduct a review are defined in the rules for the benefit of owners and future committee members.

CC said opting out does not mean we won't use a professional if we think it's necessary, opting out will stop making it a necessity.

3.3 Opting out of the LTMF

The committee agrees to recommend a motion at the 2025 AGM to not re-establish the LTMF.

CT agrees with the motion and requests that a better explanation of this is provided to owners.

The committee approved a name change from Contingency Fund No. 2 to Contingency Maintenance Fund. This is just a re-name and won't require transfers to a new fund.

3.4 Legal Review of LTMP and CIF categorisation

The committee were happy with the advice regarding amending the categorisation of certain items and MD suggested this be dealt with at the point of review.

3.5 Business Interruption Review

The committee noted the response from the broker requested at the last meeting.

3.6 Buildings Insurance

The committee noted the responses from the broker requested at the last meeting. The committee discussed how they will convey to private unit owners what they are insured for and that they must obtain their own contents and landlord's insurance. Also, contract works insurance. DF advised that he suspects a letter will go out to them soon regarding other matters and this advice can be included.

3.7 Continuity Plan

The committee noted that completion of the plan is still underway with NW/LL.

3.8 BCCG South Island

The committee noted the information provided.

3.9 Unit 19 Weathertightness

The committee noted that an update was provided to private unit owners in the recent newsletter.

3.10 Asbestos

MD and NW reiterated the responsibilities of a PCBU to protect workers on site and the advice from WorkSafe in relation to asbestos surveys. The committee took a vote on whether to instruct the completion of a survey. CC, CT and MC, BT were in favour of instructing a survey based on WorkSafe's advice but given the choice, BT thought it was unnecessary. DF also thought it was unnecessary and did not want to instruct the survey.

MD mentioned that even though Solutions in Engineering provided the cheapest quote, he was still looking to bring this cost down further.

The committee requested a quote for inside the private units so they can present the cost to owners should each owner wish to pay for an individual inspection. The WorkSafe literature should be referred to with the advice.

Moved: CT **Seconded**: MC **Carried:** By majority of votes

3.11 Change of Ownership

The committee noted the recent changes of ownership. DF requested this to be reported on annually, not in every committee meeting report.

3.12 Debtors

The committee noted the update provided by Joanna Leith in response to their request to rent out the weeks of long-term debtors but wondered whether the rule can be changed. Joanna explained that currently weeks can only be rented out when a debt is over two years old and is not in the process with Public Trust or forfeiture.

3.13 Advice re pooling agreement and BC Levies

The committee noted the advice on cancellation of credits for owners who wish to have their spa turned off. Also, for owners who opt out of a service in the middle of a two-week stay. MD spoke of the feedback from the tenancy tribunal that led to the removal of any kind of discount applied to BC levies.

MD also referred to legal advice prompting BCs to bill levies based on unit entitlements, as opposed to an equal levy for all. He said all Classic managed resorts have been audited and given the same advice. The committee reviewed the table provided in the report which compared the 2025 timeshare levies paid and how that would have differed if based on the unit entitlements.

DF referred to the UTA and read out Section 41 (5a) Reassessment of ownership interest and utility interest *'A reassessment of the utility interests may be made by the body corporate on a fair and equitable basis, having regard to the relevant benefits and the costs to units.'* On this basis, DF put it to the committee that a special resolution be passed at the next AGM asking for agreement to continue to charge the timeshare levies in equal apportionments.

CT referred to LFI's advice, stating that even if the pooling agreement was to expressly state that all timeshare owners had an equal share in levies, she would still be of the opinion that it's not legally binding. CC responded to say that he believes as the utility interest has never been set so we can now do that. CT reiterated that LFI's advice should be referred to but is happy to agree with others if wanting to put it as a motion.

Agreement to add as a motion at the next AGM.

Moved: DF **Seconded:** CT **Carried:** All in favour

3.14 Statutory Mailouts

The committee noted the e-mail and post methods used and how owners may update their preference. CT offered to contact those owners who are currently receiving posted mailouts and encourage them to revert to e-mail only.

3.15 2025 Meeting Dates

The committee are happy with the proposed meeting dates.

3.16 2025 AGM - Zoom Participation

The committee approved the new Zoom process and AGM costs.

3.17 Deed Of Variation

The committee agreed to the changes and signed the document.

Moved: CC **Seconded:** CT **Carried:** All in favour

3.18 2024 Owners Survey Results

CT gave an overview of the results she had already collated and confirmed that there was still some to go through.

The committee requested that CT complete analysing the results prior to the newsletter going out at the end of April for inclusion in that newsletter and confirmed a summary of the results will also be published on the portal.

3.19 Digital Compendiums

The finalised compendium was approved.

Moved: CC **Seconded:** MC **Carried:** All in favour

3.20 EMP Renewal

NW and DF explained that EMP were waiting for the Tender Engagement to be returned. The deadline for that has been missed, but EMP said an extension is agreed. NW said the extension was very casual, and EMP could not specify the repercussions of missing the deadline. DF said that he would prefer to contact retailers himself to make a comparison as he believes that the Resort is not benefitting from the other services provided by EMP in their contract fee – monthly reports and forecasts. DF and NW to phone around a few retailers each next week, and DF to compare results.

3.21 Classic Payment Plan

The committee noted the information provided.

They would like to receive details of Classic's payment plan and how interest is applied on outstanding levies. CC said he had tried to obtain this information in the past but found it confusing.

DF asked what happens with interest at the end of a payment plan.

CC suggested this interest should be detailed in accounts as a new revenue stream.

MD advised that each payment plan is created on its own merits. CC would like to see a payment plan. MD to action.

3.22 Mascot Finance (Services) Limited

The committee noted the legal advice provided and agreed to contribute to the recommended course of action through the High Court to vest Mascot owned weeks in a named party as trustee.

The committee discussed whether it was feasible to be notified prior to a company purchasing a week to avoid running into this issue in the future. CC to provide a list of companies who currently own weeks.

Moved: DF **Seconded:** CC **Carried:** All in favour

4. WORKPLACE HEALTH & SAFETY (WH&S)

4.1 Workplace Health & Safety Meetings

The information provided was noted as read and received.

4.2 Managers / Staff Training

The information provided was noted as read and received

4.3 Risk Assessment / Hazard Identification/ Insurance

The information provided was noted as read and received

4.4 Incidents (Guests/Staff)

The information provided was noted as read and received

5. RESORT MANAGER'S REPORT TO THE COMMITTEE

5.1 Operational Overview

The information was noted by the committee.

5.2 Review of Action Items

- Rockface Behind units 28-32 – No further action required.
- Smart TVs – The TVs will be installed after the Wi-Fi upgrade.
  The bedroom TVs were also discussed and NW confirmed that they have been removed from all units due to age and the fact some were not working. To date there have been very few comments from owners about their removal.
- Resort Wi-Fi – A Wi-Fi upgrade to Lightspeed is currently underway.
- Resort Inspection – Some items are still requiring attention. LL to provide feedback at the next meeting.
- Charging of E-Scooters and E-Bikes – No movement on charging shed, leave as a continuous agenda item.
- Smoke alarms that link together – Smoke alarms have been purchased and await some free time from the maintenance team to install them.
- Unit Heating – Still to research whether the current system is the most cost effective - leave as an agenda item.
- On-going Maintenance
  - Unit 19 deck – In the LTMP for 2025 but may be pushed back pending feedback on unit 24 roof which may be more urgent.
  - External steps to unit 5 – Paving completed, no further action.
  - Units 15 & 16 external refurb. Complete, painters to return to remove spots from windows.
  - Wheelie bins – Investigation still underway.
  - Unit 20 damaged deck – Repaired, no further action required.

5.3 New Matters Arising

The information provided on the below listed items was noted as read and received.

- **Maintenance Timeshare Units:**

– Unit #14 replace hot water cylinder and install back tray and straps
– Sumps cleared/emptied by SJ
– Unit #3 door replaced
– Unit #5 spa cover replaced
– Unit #13 roof leaks fixed by Priority Roofing
– Unit #6 side triangle roof leaks fixed by Priority Roofing
– Van service completed
– Units #15 & 16 external refurbs completed
– Units #5 & 6 steps rebuilt and bike store paving re-laid
– Unit #6 Side triangle roof seamless paintable membrane applied to stop leaks
– Unit #11 triangle roof leak caused damage to interior lounge ceiling, as per # 6 membrane applied
– Unit #20 more roof leaks, Priority Roofing in to patch obvious holes, realign tin, roof screws etc.
– Sumps sucked all timeshare units
– Spa pool heater in unit #3 replaced with unit #15's while #15 out for refurbishment. #15's heater replaced a few weeks later.
– Unit #15 hot water cylinder and tray replaced
– Units #15 & 16 full units carpets cleaned professionally
– All other units carpets spot cleaned as necessary
– All units Outdoor furniture re-stained
– All units exterior window washed and spider spray

- **Maintenance Private Units**

– Unit #29 roof leaks fixed by Priority Roofing
– All unit's windows washed, and spider sprayed
– Sumps sucked all units

- Private Unit #20 leaking skylight siliconed up by Priority Roofing

5.4 Guest Statistics & Comments
RCI Guest Statistics, as well as Classic Guest Statistics and Comments for this reporting period were noted as read and received.

5.5 Occupancy Statistics
The overall occupancy recorded for the period 1 January to 31 December 2024 was 100%, with an actual guests' occupancy of 90.48% *(excl. Resort Use & Vacant Deposits)*.

CC asked if the one maintenance week per unit per annum is included in the Resort Use statistics.

DF requested a breakdown of the Resort Use weeks. He is concerned they have gone down despite NW reassuring him that we have not noticed an issue at resort level.

The committee requested that the number of weeks be shown, not just the percentage. To be done annually.

5.6 Staffing (Recruitment, Termination, Training, Recognition, Leave)
The committee noted the update provided.

5.7 Expenditure Request for the Next Reporting Period
Private Units
CF2D25 Piles under kitchen unit 17 $10,000 – not approved whilst we await feedback on the unit 24 roof.

Timeshare Units
CA25 Drapes and Blinds $35,000 – approved
CB25 Beds $4,900 – approved
CE25 RCD's $16,000 – already approved by the committee by e-mail in December 2024 and ratified at this meeting.
CF25 White goods $6,000 – approved

Other Contingency Fund
Internet upgrade costs $9,230 – committee approved by e-mail January 2025 and ratified at this meeting.
(DF confirmed after the meeting that this expense should come from the Operational Budget, not Other Contingency Fund).

5.8 Social Media
The committee noted the updates in relation to the level of engagement on the Ridge Resort Facebook page. CT will speak to Classic to suggest improvements which may include a small marketing fee. CT will get a proposal (with a trial period) and costs and e-mail them to the committee.

6. FINANCIAL INFORMATION – PRIVATE UNITS

6.1 Private Units Management Accounts for the full year ended 31 December 2024
Major variances, as previously circulated, were discussed and it was RESOLVED to accept the financial information report for the full year ended 31 December 2024, showing the actual operating performance for the Private Units as a deficit of $10,832

Carried: all in favour

6.2 Private Units Term Deposits & Investments
It was noted that there was $80,000 in Term Deposits as of 31 December 2024.

6.3 Private Units Levy Collection
The committee noted the information provided and NW's update on owner communication.

7. FINANCIAL INFORMATION – TIMESHARE

7.1 Timeshare Management Accounts for the full year ended 31 December 2024
Major variances, as previously circulated, were discussed and it was RESOLVED to accept the financial information report for the full year ended 31 December 2024, showing the actual operating performance of the timeshare as a surplus of $45,036.

Carried: all in favour

7.2 Timeshare Term Deposits & Investments
It was noted that there was $1,150,000 in Term Deposits as at 31 December 2024.

7.3 Draft Statutory Accounts for the year ended 31 December 2024

The committee noted that the accounts had been circulated just prior to the meeting and still required checking.

7.4 Timeshare Levy Collection

The committee noted the information provided.

7.5 Timeshare Forfeitures

The committee noted the information provided.

8. GENERAL BUSINESS

8.1 Classic Related entities

It was noted that there had been no increase in the number of weeks owned by Classic Related entities as at 1 February 2025, with the total ownership remaining at 81 weeks which represented 7.07%.

8.2 Classic Non-related entities

It was noted that there had been no increase in the number of weeks owned by Classic Non-Related entities as at 1 February 2025, with the total ownership remaining at 136 weeks which represented 11.88%.

8.3 Total Transfers in 2024

The committee noted the completion of 46 transfers in 2024 and the breakdown of the transfer type.

8.4 Correspondence

The committee noted the recent correspondence from owners and the responses provided or those to be replied to after this meeting.

The committee opened for discussion:

- The meeting DF is due to hold with a small group of owners, who formed the Facebook Group, to discuss some perceived misinformation being circulated to all other timeshare owners.
- A formal complaint received from a staff member where the staff member felt threatened when dealing with an owner. The owner concerned was advised of this complaint and was reminded of the terms of the BC Rules, particularly the section on Treatment of Staff. The owner replied and considered that they had not been threatening. The committee decided to take no further action on this complaint apart from to remind all owners in the next newsletter of the terms of the BC Rules in relation to the treatment of staff.

8.5 Body Corporate Legislation Update(s) & Other Matters

The committee noted the update provided by BCCG.

8.6 AGM Planning

The committee noted the draft NoI and the deadlines to provide the following to Classic:

- Nomination Forms – by 18th April 2025
- Chairmans commentary for the NoI Newsletter – by 18th April 2025
- Chairmans Report (for AGM report) – by 20th May 2025

8.7 Insurance Renewal

The quote from APL was approved.

Moved: DF **Seconded:** CC **Carried:** All in favour

8.8 Key Performance Indicators for the year ended 31 December 2024

Review and discussion on KPI performance was deferred to the next meeting.

8.9 Debt Collection Policy

Before approving, the committee would like details about the management of payment plans/interest included in the policy.

8.10 RCI Resort Recognition Award Letter

The committee expressed their appreciation of the receipt of this award.

9. OTHER BUSINESS

[redacted] [redacted].

9.2 Private Unit Owner's meeting

DF raised a few points from the Private Unit Owner's meeting held immediately prior to this meeting.

- How the different types of insurance are managed and how this will be conveyed to owners, including contract works.
- The unit inspection by Smart inspections.
- When we might go to owners to ask how costs will be apportioned between then – individual, per block, or as a whole.

10. MEETING DATES

10.1 Future Meeting Dates

- Tuesday, 24 June 2025 - Committee Meeting 10.30AM; **AGM** 3.00pm, Commodore Hotel (CHCH)
- Wednesday, 3 September 2025 - Committee Meeting 4.00pm **(pre-Budget)**, Zoom
- Sunday, 5 October 2025 - Committee Meeting 10.00am **(Budget)**, RRQ Onsite

There being no further business the meeting closed at 5.00pm (NZDT).

Signed as a true and correct record of the meeting on this ____________ day of _______________:

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CHAIRMAN