

## **Nicola Koptisch**

### **Project Management Role – Ohau Sands Subdivision**

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**Ohau Sands is a 15-lot subdivision, 101 HA, gross sales around \$5million.**

**Website: [www.ohausands.co.nz](http://www.ohausands.co.nz)**

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Overall vision was to create a bespoke subdivision. Lifestyle opportunities are enhanced with well-designed amenities. Owners' investments are protected by the Ohau Sands Residents Association Rules, the Land Covenant, and the Ohau Sands Design Guide. The Management Plan, Muhunua Forest Park, sets out the framework for the Ohau Sands development and the Ohau Sands Residents Association Rules will ensure compliance to the Management Plan.

The Ohau Sands development is community focused, having established the Ohau Sands Residents Association, an incorporated society, all residents can enjoy high quality amenities, private access to the beach and a technology-based health and safety system. Every section owns a 1/15<sup>th</sup> share of the commercial forest, with most of the commercial forest being in the common area, lot 17, 50 HA.

The Project Management role covers the management of the subdivision involving commercial forestry, marketing, purchasers (due diligence questions, terms, and conditions of sale), management accounting, residents' association levies, health, and safety system, instructing and liaising with contractors (forestry, earthworks, builders, electricians, plumbers, electricity providers), consultants, lawyers, accountants, real estate agents, architects, and regular reporting to the stakeholders.

#### **Key Responsibilities**

Setting the strategic direction of the development to ensure the decisions achieve the overall vision and managing the milestones set out in the business plans.

Land Matters are our main consultants, advising on resource consent issues and the management plan revisions  
Pritchard Civil Ltd have been employed for earthworks and maintenance throughout the development  
Jim Dahm, coastal scientist - Eco Nomos Ltd, discussed management options to mitigate stream erosion hazard  
ScanPower Ltd, power and transformer cabinets, meetings, discussed quotes and designs to Electra specifications  
John Turkington Ltd, onsite meetings, review forestry program, pruning and thinning, and quality control reports

Sotheby's international Realty, regular liaising for information updates, meetings, marketing plans, negotiating terms and conditions in the sale and purchase agreements and answering due diligence questions  
MH Lawyers, regular liaising for sale and purchase agreements, terms and conditions, settlements, and legal disputes

Website [www.ohausands.co.nz](http://www.ohausands.co.nz), design, content uploads and maintenance of the website, liaise with a software engineer for technical issues and support of the Joomla template.

Health and safety system, Safe365, implementation, inductions, and liaised with Comply Health and Safety Ltd  
Regular reporting to the stakeholders, major decisions discussed, cashflow, budget, forecasted profit and loss

#### **Ohau Sands Residents Association, OSRA:**

Regular on site and zoom meetings with the OSRA directors, Levies reconciled and AGM preparation. Assist in implementing a governance framework, to outline the process of how decisions are made.

#### **Key Issues**

Identifying significant risks and issues that could affect the financial outcome and finding effective solutions.  
Health and safety, identifying hazards and managing contractors working on site  
Forest harvesting in 2017, decisions on extent of harvesting, estimated returns, and replanting  
Managing ETS compliance and guidance to OSRA members on potential ETS liabilities  
Managing cashflow, timing of settlement proceeds with the development budget

#### **Key Reports**

Financial model: forecasted profit and Loss, loan-interest calculations, cashflow, budget, reconciliations to the Annual accounts prepared by Go2CA Ltd. FAQ document, GST Returns and Business plans.