

Notes from Admin Group Meeting
Monday 22 February 2021, 7.30pm
61 Isadore Road.

Present: Alex, Min, Gay, Catherine, Maria
Apologies: Frances and Sandy

We discussed access to units for painting. Anne will write up a form for people to fill in to indicate they have done their pre-settlement check and they are happy with their unit. **We recommend allowing limited access to units for painting and finishing work** once this form has been signed off by the purchaser. If any damage happens to the unit during the finishing work, it would be the responsibility of the unit purchaser to pay the insurance excess and put it right. **Alex will write to Steven Edge** to let him know UCOL would be doing some finishing work on the units. People will need to sign in and out and follow health and safety requirements when doing this finishing work and let us know what work is planned. Our insurance will cover this type of work but we need to inform the insurer what work is happening.

We discussed the **pre-settlement checks**. We discussed that if the handover happens as planned on the 5th of March, people would have an opportunity to do their pre-settlement checks on the 6th and 7th. (If the handover is delayed it's likely those checks would be delayed as well.) We discussed (and **recommend**) **asking Maria, Tim and Rainer** to be on a roster to be available on site on certain hours for answering questions on that weekend.

We discussed whether and how to reduce the 10 working day lead time from the issue of our code compliance certificate to allow us to move in a bit earlier. We noted that many people are renting or in temporary situations and do want to move in as soon as possible. We discussed ideals like the feasibility of reducing that to 3 or 5 days, of "ten days or less", of fixed dates. Whatever scheme is chosen will need to give everyone's lawyers and banks enough time to do the required preparation. In the end the lawyers are in the best position to advise us what the limitations are. **Alex will write to Simon Milne** (UCOL lawyer) to ask him to advise us how to shorten the lead time.

We briefly discussed some minor variances in some of the units (benchtops being different from spec and a wall that is a small difference off plan) and we thought that this was not significant and did not warrant any further actions.

We discussed the storage of purchaser's property in the units prior to settlement extensively. We discussed various scenarios such as letting purchasers have access to store gear, having moving firms deliver gear, having appliance deliveries etc. At the end of the meeting it was decided to **recommend that no storage of purchaser's property be allowed** prior to settlement. The reason is that, should settlement not occur as planned, the presence of that property in the unit could be a problem for UCOL.

We pencilled in another meeting for 7.30pm on Sunday 7th March at Maria's house, 28 Carson Street.