

MEETING MINUTES

UCOL Meeting Thursday 25 July 2019 (7:30pm)
Centre for Sustainability seminar room - 563 Castle st.

Chair: Sander Zwanenburg
Notes: Maria Callau

Apologies:

Rainer Beneke, Juan Puricelli, Catherine Spencer, Susan Jack, Roz & Mike, Claire, Miriam, Donald, James and Jess, Rosemarie and Maurice, Pauline.

Present:

Warren Hurley, Karen Or, Min Yu-min, Liz Mitchell, Sue Taylor, Frances Ross, Sandy Ross, Tim Ross, Alex King, Anne Thompson, Gay Buckingham, Jan, Marianne Quenn, Sander Zwanenburg, Maria Callau, Sara Ferreira (late).

MINUTE 1.

We appoint Sandy, Danis, Susan and Anne as members of the Legal liaison Group.
All green

1. Appreciations

Thanks to Sander for his generosity allowing us to use this space.
Thanks to for Maria organizing the site visit last week.
We introduce ourselves to Warren which is here to stay after a few trips down to Dunedin.
We thank Rainer for creating the whatsapp group. (and then disappearing!?)

2. Legal group – who's in it and what will it do?

Group suggested: Anne, Sandy, Dennis, Susan.
Anne wrote to Catherine to see if she was interested.
Anne has been in touch with our lawyers, there is meeting scheduled for Tuesday the 6th of August.
One of the questions for the meeting is: how to transfer houses from existing owners to new owners.
Alex was been invited to this meeting as he has a few ideas.
Another thing to talk is about our budget (lawyers) and how we can work with our budget.
We need to receive clear invoices with description of time/tasks worked on.
Anne sent info from Kiwibank lawyers and asked him for his comments.
Meeting on the 6th/August with lawyers.

Minute 1:

We appoint Sandy, Danis, Susan and Anne as members of the Legal liaison Group.
All green

Scope of responsibilities will be discuss in due course.

3. Legal advice for private agreements between new/existing owners (Liz)

Liz explains that her lawyer suggested that it would be easier to have a private arrangement between new owners / owners leaving.
Maria will ask Stefan if Steven Edge (kiwibank) can meet 3pm or at 12:30 on the 1rs August when he visits Duneding with other group members (to discuss change of ownership options).

4. Organising our meetings (Jan)

Suggesting order of items for the agenda in two groups:
a) priority items to the top (things that need to be addressed asap).

b) the rest of the items to be ordered in terms of: new things first, old things last.

5. Workshop attendance and venue (coming Saturday 3-7pm)

Leading into the body corp rules (small rules). Jan, Gay and Min.

This room has been booked for the workshop.

No pot lock after, afternoon tea only.

Next workshop: Saturday the 24th.

6. Future workshop days (Gay)

Better to have a day that is more consistent. Saturdays or Sundays?

We'll keep the Saturday for August (as we have members coming from Auckland).

From September onwards, we will meet on the last Sunday of every month (TBC).

September: Sunday 22nd 3pm.

October: Sunday 27nd 3pm

November: Sunday 24nd 3pm

7. Woodburner in common house

Maria to confirm to Stefan/SW the installation of the woodburner&flue as variation.

We need this sooner than expected as they are progressing with this area sooner than expected.

8. Energy Monitoring - University of Otago (Michael Jack – Energy Studies/ monitoring thermal and energy behaviour) (Juan/Tim/Maria)

Proposal to monitor energy/behaviour.

In general the group seems happy with exploring this further.

9. Budget Control Group (Min/Maria/Alex) Reports attached

We have spent 60.2% of our contingency for SW contract (Original Contingency of 500K).

We have spent 17.7% of our contingency for consultants and others (Original Contingency of 332K).

Contingency report attached.

List of payments approved for this month attached.

10. PCG report (Alex/Maria/Frances) Reports attached

Report discussed and attached.

Note: Slab has been poured for most of Alva st. this week.

11. Sign on site (Anne)

Ehaus requested to put the sign up.

Anne asked him that we wanted our sign up at the same time.

We will put a sticker on top of the old SIPs suppliers.

They will put the signs up on high st scaffolding.

12. PR/Media (Sander)

Sander found that there are a lot of channels with bits of information about the project: our website, tweeter, facebook, ehaus tweeter, their facebook, etc.

Ideas: to have one platform that will act as a hub for all this information.

Min feel that we can only control our website/facebook. We can't control the rest.

Gay reminds us that Ehaus is keen to cooperate with us.

Highlight: Before we were trying to sell our houses... now we are building, these are other type of news.

How much do we want to share about our private lives?

NZ Cohousing website we are still shown as we are buying a site, we can't see any updated information in their site. It looks like it is not a very active...

Sander has been trying to share some updates from Ehaus.

Summary:

Gay is in charge of the trademe add. The add has been removed now as we don't need to sell any more unit.
Anne and Sander have been adding things to facebook.
Tim is in charge of Tweeter.

We feel we need a group dedicated to publicity.

Alex, Sander, Gay have offered to meet and discuss needs, ways forward in terms of publicity/articles, etc.
It would be good to have an ongoing group that then is also dedicated to the ongoing selling of the house.
Jan will work on "irregular" newsletter with updates on progress and emails to the wider community/friends of the cohousing;

Suggested for this **Media Group**: Sander, Gay, Sara, Claire (?), Alex, Dennis (?), Tim. Jan contributor to irregular newsletters.

13. Gardening Group (Marianne)

We are approaching to a stage where we can start working on planning.
Suggestions to create a whatsapp group for gardening/pictures/plants. Sharing and learning about plants.

Suggested for **Gardening Group**: Marianne, Frances, Gay, Maria, Camila, Liz, Min, Rosemary, Sara (?).

14. Neighbours proposals (Rosemarie & Maurice)

Will be presented at next meeting.

15. Kiwibank - Stephan Edge visit in August (Maria)

Stephan edge will visit Dunedin on the 1st of August at 10:30 on site.
Maria will follow up and see if he could be available at either 12:30 or 3pm to meet with others to discuss change of ownership.

16. Open Forum

Reminders:

- a site visit has been scheduled for Friday 26 July, 12:30pm.
- a workshop has been scheduled for Saturday 27 July, 3pm.

For August Chair and Note taker:

Dennis Shen Han Chan
Catherine Spencer

Meeting finished at 9pm.

15 July 2019

Urban Cohousing Otepoti Limited
PO Box 7103
Mornington
Dunedin 9040

High Street Cohousing Development Status Report – July 2019

Please find below our status report for the above-mentioned project.

Contractor:	Stevenson & Williams		Report Issue Date:	15/7/2019
Project Manager:	Reece Building Consultants		Period From:	17/6/2019
Lead Designer:	Architype		Period To:	15/7/2019
Health & Safety Summary				
	This Period	To Date		
Accidents	1	4		
Incidents/Near Misses	0	0		
Summary:				
<ul style="list-style-type: none"> - The table above will be updated throughout the construction phase to show the reported incidents, near misses and accidents. Also included will be details of how the 'loop' was closed off to mitigate the same or similar instances reoccurring. - The main contractor has provided a copy of their SSSP which has been reviewed by the Client and deemed appropriate for the nature and scale of the work being undertaken. - Consideration is being given to appointing a specialist H & S consultant to review the main contractor's performance in relation to their policies and procedures. Should this not be adopted, the project manager will undertake such reviews. - One accident was reported during the period covered by this report. This involved a worker standing up and hitting their head on the above scaffold. The injury was considered relatively minor and the worker did not require any specialist treatment off-site. The worker was sent home for the rest of the day and the contractor arranged for them to be picked up. The accident form has been submitted to the project manager which details the mitigation actions. This involves making the wearing of hardhats on site a requirement. - There were no incidents or accidents within the period covered by this report that were deemed significant enough to warrant investigation by the contractor's H & S management team. 				
Requests for Information (RFI) - Received/Responses (this period)				
			Pending	Responded
RFI # 12	Sumps and finished footpath levels			
Outstanding from Previous Period(s)				
RFI # 9	M3 sliding door details			
RFI # 11	Emergency lighting and stair landing details			
Responded			Partial Response	
Responded			Pending	
RFI Commentary				
- RFI # 9 has been address in part with approval having been provided by MacLeod & Associates to proceed with the switchboard build. Confirmation is required for the shower to H3 has been provided. Details are required for the sliding				

door to M3. The joinery contractor is out of the country currently, but Tim has confirmed the detail can be finalised once a discussion is held.

- RFI # 11 relates to structural connections to the exterior stairs and landings which has been addressed by BMC. Initial details have been provided although included additional work not required to the paths. This detail is being amended and will be reissued to the contractor for pricing. The second part of the RFI relates to the differences between the emergency lighting detailed in the tender documents and the final issue for the building consent. This item is still outstanding.

- No RFI - This item relates to the differences between the fire alarm requirements to the High and Alva Street building as detailed in the tender and ultimate building consent versions. The contractor has provided revised pricing and the scope/costs are currently with the group and designers for review.

Variation Price Requests (to date - running total)			
Variation Number:	Subject:	Pending/estimated cost	Confirmed
VPR01	Surveyor costs for set out		\$2,076.00
VPR02	Removal of existing foundations		\$3,174.98
VPR03	Auguring and concrete in relation to Geotech investigations		\$2,389.23
VPR04	Common house roof framing		\$9,830.68
VPR05	Common house floor levelling		\$2,136.00
VPR06	Site remediation		\$234,194.02
VPR07	Cladding to common house guest rooms	\$3,500.00	
VPR08	Credit for High and Alva roofing	-\$10,000.00	
VPR09	Common house roof replacement		\$48,131.00
VPR10	Additional floor area to M2		\$1,145.00
VPR11	Common house gable cladding	\$2,500.00	
VPR12	M1 foundation footing	\$3,000.00	
VPR13	Lower sills to M3 windows		\$215.00
VPR14	Hot water system to common house	\$3,269.67	
VPR15	Common house plumbing fixtures	\$3,774.87	
VPR16	Adjustment to common house window heights	\$4,000.00	
Not issued/confirmed	Change cladding from larch to FC	-\$5,000.00	
Not issued/confirmed	Tent hire	\$10,000.00	
Not issued/confirmed	Chorus fibre installation	\$5,536.88	
Not issued/confirmed	Fire alarm alterations	\$14,867.07	
Estimated Cost		Confirmed/Claimed	
Variation Commentary			
<p>- VPR06 (site remediation) has now been confirmed with a final cost of \$234,194.02.</p> <p>- VPR07 relates to the decision to replace the plaster cladding surrounding the guest rooms with corrugate (to match the adjacent). This work is still to be completed and claimed.</p> <p>- VPR08 is the credit received from the contractor to substitute the specified 0.5 corrugate roofing with 0.4 material. This credit will be incorporated into future claims.</p> <p>- VPR09 is the confirmed value of the roof replacement the common house. This is the adjusted figure following the decision not to replace the section over the former Library. This work has been completed and claimed.</p> <p>- VPR10 relates to an additional small area of timber flooring required to Unit M2 with the final costs being claimed at \$1,145.00.</p> <p>- VPR11 is for the replacement of a small section of plastered cladding above the roof line of the common house. This will be replaced with corrugate to minimise future maintenance and provide a more weathertight solution.</p> <p>- VPR12 relates to the confirmed details for the additional footing required to the exterior wall of the M1 unit.</p> <p>- VPR13 relates to an adjustment required for the window sill heights to unit M3. This cost has since been claimed and confirmed at \$215.00.</p> <p>- VPR14 relates to the installation of the heat pump hot water system to the common house. while the costs have been confirmed, this item has not yet been claimed.</p> <p>- VPR15 relates to the decision to upgrade the plumbing fittings to the common house. As agreed, these costs will not be attributed to the individual unit owners.</p>			

VPR16 relates to the requirement to adjust the lintel heights in the common house to accommodate the sizes of the windows supplied. The figure shown above is an estimate.

- The supplier has confirmed that no fluctuations are applicable for the purchase of the window joinery.

Please note that the items marked 'Not issued/confirmed' have not yet had instructions issued to proceed and are either pending pricing from the contractor or group approval. The exception to this is the tent hire for the SIPS storage which is an ongoing item to be charged out at the hire rate. Please also note that the figure for the Chorus fibre installation does not include the costs associated with the alternative system being investigated by the group.

Programme Commentary

- The contractor commenced work on site on 23 October 2018. This is approximately four weeks prior to the initial plan. Given the delays experienced due to the required site remediation, a revised contract period has been agreed to with an extension of approximately 15 weeks. The revised contract completion date is 24 November 2020. Since this time, a further extension of time was received for a total of 3.5 working days due to inclement weather. This request has since been approved by the group.

- Work to the common house is continuing as resources allow. As originally planned, the contractor is concentrating their resources on the High Street Units and will utilise the common house building for wet weather work from here on.

- The final stage of the High Street floor slabs has been poured with the installation of the ground floor SIPS panels approximately 50% complete. Work has commenced on the upper level with the scaffold installed for the first lift. SIPS panels have been installed on level 2 of the units adjacent to the reserve.

- The first stage of the slab to the Alva Street units is ready to pour pending inspection and sign-off from the structural engineer.

- The ground remediation is complete and the Geotech engineer is working with the contractor on the last of the information required to allow the PS4 to be issued.

- There have been no updates from Aurora at this stage to indicate a likely installation date of the new supply to the site.

Risk Management

- Public/Visitor Safety. *The remainder of the site is fenced off. Hazard boards have been installed and contractor is ensuring all visitors to the site sign in on their register and are inducted.*

- Hazardous Substances. *No indications of hazardous substances (asbestos) have been detected during the early demolition phases of the common house or within the ground on the main site. The contractor is aware that if they have any suspicion of such materials, they should stop work immediately and have the material tested. Given the current stage of the project, it is likely that the chances of discovering any hazardous substances are now minimal.*

- Traffic Movements. *Traffic movements to and from the site have decreased with the completion of the site remediation works. No issues have been noted as a result of this. No further issues have been raised by the DCC or the public in relation to the excavation adjacent to the High Street reserve. This is being monitored at the fortnightly site meetings.*

Budget Summary				
	ACTIVITY	BUDGET	PAID TO DATE	FORECAST TO COMPLETION
1	Architect	\$ -	\$ -	\$ -
2	Structural Engineer	\$ -	\$ -	\$ -
3	Mechanical Engineer	\$ -	\$ -	\$ -
4	Electrical Engineer	\$ -	\$ -	\$ -
5	Acoustic Engineer	\$ -	\$ -	\$ -
6	Quantity Surveyor	\$ -	\$ -	\$ -
7	Project Manager	\$ -	\$ -	\$ -
8	Main Contractor	\$ 7,967,646.00	\$ 2,390,087.95	\$ 8,304,310.40
9		\$ -		
10		\$ -		
11		\$ -		
12		\$ -		
	Contingency	\$ 500,000.00	\$ -	\$ 163,335.60
	Sub-Total	\$ 8,467,646.00	\$ 2,390,087.95	\$ 8,467,646.00
	Additional Work Items			
1		\$ -	\$ -	\$ -
2		\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -
	Project Total	\$ 8,467,646.00	\$ 2,390,087.95	\$ 8,467,646.00
	(All figures are exclusive of GST)			

Budget Commentary	
<p>- The original contingency value of \$500,000.00 has been adjusted to \$163,335.60 to reflect the estimated and confirmed value of the variations to date. The shift in this from last month primarily relates to allowances for the tent hire, chorus installation, fire alarm alterations and confirmation of the final site remediation costs.</p>	
<p>- The estimated value of the variations to date equates to \$336,664.40.</p>	
<p>- As mentioned in the previous report, it is assumed that all consultant fees in relation to the site remediation will be accounted for within the group's overall budget.</p>	
<p>- Please note that all figures quoted in this report are <u>exclusive</u> of GST.</p>	

Please feel free to contact me should you have any questions in relation to the above.

Yours Faithfully,



STEFAN BOX
Director/Project Manager
REECE BUILDING CONSULTANTS LTD.

PCG meeting, 16 July

Present: Stefan, Rainer, Maria, Tim, Alex, Frances (notetaker)

Apologies: Catherine

1. Stephen Edge has announced he will visit on Thursday, 1 August.
2. Health and Safety.
The site will become a hard hat area.
No recent communication with Worksafe, but their visits tend to be unannounced.
3. RFI #12 Sumps and footpath levels. These were discussed at the site meeting but it is too big a task to determine now. It will happen as the levels are formed.
4. RFI #9 M3 sliding door details. Tim will talk to the joiner when he returns from overseas.
5. RFI #11. Emergency lighting and stair landing details. In hand
6. Fire Alarm system. The request has come through for a Type 2 system in the stair wells but Tim says it has always been in the plans and we need to give S & W a copy of the plans that accompanied the Building Consent. S & W excluded it in their tender, so they want to charge for it now. Tim will check the documents.
7. Variations
VPR06 Site remediation completed.
James Molloy is preparing a document for Council. He had asked for a diagram of the fill area from S & W but this has not been forthcoming. There are a number of photos which will suffice if a diagram is not available
Larch to FC Confirmed as a \$16,000 credit. This needs to be formally accepted.
We need to start offsetting costs and deleting provisional sums. Stefan's method differs from Calvin's but he will try to bring Calvin round to his way of thinking.
Claim for 3-5 days of inclement weather – approved but we need the requests for these within one week of the event. We will keep track of these until the end and deal with them together at that time.
8. Work going well on site.
9. Alex reported that Aurora will be doing its work in August. It is all outside the site area so will not interfere with the construction.
10. No issues with damage, trespass on site.
11. No sign of asbestos.
12. Traffic movements limited to vehicles dropping off materials.
13. Nothing from the serial twitterer.
14. Contingency down to \$163,000
15. There is an issue of a shower tray size, which was in the drawings and clearly wider than normal but S & W allowed for a 900 by 900. Tim will send Stefan a screen shot of base from the drawings.
16. Bidet – client to supply as it is already in the shed.
17. Stormwater easement. It is thought that there is an existing easement on the Certificate of Title. Tim to download file and pass it to the surveyor. If this is not possible, we will pass it to the Legal Control Group to take it up with the lawyers.
18. PCG approval for Chorus installation has been confirmed. They can start the trench for electricity and fibre. Maria has emailed the PCG approval. We have a provisional sum for trenching.

Summary:

	Other	S&W Build	Total
Confirmed Budget Overruns / Variations	58,862.83	301,155.91	360,018.74
Estimated Budget Overruns to come	43,087.83	23,521.29	66,609.12
	<u>101,950.66</u>	<u>324,677.20</u>	<u>426,627.86</u>
Contingency Amount	332,266.38	500,000.00	832,266.38
Remaining	230,315.72 69.32%	175,322.80 35.06%	405,638.52 48.74%
Contingency used as a % of total budget	17.72%	60.23%	43.26%
Contingency budgeted as a % of total budget	18.52%	4.00%	

Contingency - Other

Confirmed Budget Overruns to Date	Code	Actual Total	Actual Split	Reason for over-run
Council Consent (building)	2165	817.83	817.83	Estimate inaccurate
Council Consent (resource)	2160	920.11	920.11	Foundation remedial works - Extra consent for site excavation
Design - Ehaus - Developed Design	2265	1,210.00	1,210.00	Ballustrade design & detailing & building consent documentation
Consultant - Engineer Site Design	2310	10,173.00	4,805.00	Retaining wall redesign
			5,368.00	Foundation remedial works - review changes to foundation design
Consultant - Fire Engineer iConsulting	2315	3,650.00	3,650.00	Updates to earlier report
Consultant - Geotech Engineer Surveyor	2320	17,832.55	- 430.00	Savings earlier budget
	2320		18,262.55	Foundation remedial works - Geotechnical costs due to ground conditions
Consultant - Legal Kiwibank	2328	4,628.84	4,628.84	Additional legal costs over estimated given by Stephen Edge (Kiwibank)
Consultant - Project Management UCOL	2355	2,037.50	2,037.50	Agreed by Group.
Consultant - Structural Engineer	2375	13,413.00	2,012.00	Further engineering services
	2375		11,401.00	Foundation remedial works - additional design & calculations
Consultant - Surveyor	2377	930.00	930.00	Cadastral Survey - Drafting of legal survey and title plans, commence quality assurance review.
Bank Fees on Construction Finance	2122	3,250.00	3,250.00	Estimate inaccurate
		-		
		<u>58,862.83</u>	<u>58,862.83</u>	

Estimated Budget Overruns (Variations) to come	Code	Estimated Total	Estimated Split	Reason for estimated over-run
Council Consents - Resource	2160	4,347.83	1,347.83	Foundation Remedial Works - Actual (Feb 19) - Deposit on LUC
	2160		3,000.00	Foundation Remedial Works: Estimated additional costs - LUC
Certificate of Title	2170	-	-	Flagged as risk area - Budget \$88,500, but already spent \$10,271
Design - Archtype - Site Observation	2225	-	-	Flagged as risk area
Consultant - Acoustic Engineer	2303	2,000.00	2,000.00	Residential intertenancy floor acoustic advice
Consultant - Health & Safety Auditor	2322	9,000.00	9,000.00	Recommended by Stefan Box & approved by Group. 18 mths \$500 pm
Consultant - Legal Kiwibank	2328	-	-	Flagged as risk area - Kiwibank have said further costs unlikely
Consultant - Legal (S&P & Financing)	2327	-	-	Flagged as risk are - Group looking to change lawyer
Build - DELTA Provisional	2576	2,740.00	9,040.00	As per Aurora quote for network extension. Budget \$30k, quote \$39k
Build - Chorus Provisional	2577	-	6,300.00	Savings ?? budget of \$20000 Actual \$13.7k
Interest on Construction Finance	2126	20,000.00	20,000.00	Extra cost between budget set at 31/7 & forecast update 31/10 due to higher borrowings earlier. Timing. Note: Assumes contingency is spent.
Interest on Construction Finance	2126	-	-	Flagged as ongoing risk area. Interest very sensitive to timing of expenditure.
Bank Fee on GST facility	2123	5,000.00	5,000.00	Based on \$250 per month. Only known after budget set.
		<u>43,087.83</u>	<u>43,087.83</u>	

Contingency - S&W Build Contract

Confirmed Budget Overruns (Variations) to Date	Code	Actual Total	Actual Split	Reason for over-run	Variation	VPR
WIP - S&W Variations	2557	301,155.91	2,076.00	Foundation Remedial Works - Appointment of set out surveyor	No. 1	VPR01
			3,174.98	Removal of existing foundations as per structural engineer's report	No.4	VPR02
			2,389.23	Foundation remedial works - Auger hire for Geotechnical engineer investigations	No.5	VPR03
			9,830.68	Common House roof framing amendments	No. 9	VPR04
			234,194.02	Foundation Remedial Works - Soil	No. 11	VPR06
			48,131.00	Common House - replacement roof	No. 14	VPR09
			1,145.00	Common House - Additional area of timber floor	No. 14	VPR10
			215.00	Common House - Lowering of window sills to M3	No. 17	VPR13
		<u>301,155.91</u>	<u>301,155.91</u>			

Estimated Budget Overruns (Variations) to come	Code	Estimated Total	Estimated Split	Reason for estimated over-run	Variation	VPR
Build - New Units		-	-	Price fluctuation on window costs		
Build - New Units Windows		-	-			
Build - Site Development		11,340.75	11,340.75	Foundation remedial works - Estimated as per schedule of quantities supplied by Halls & reviewed by Rawlinsons (\$250k total) less spent to date		VPR06
Build - S&W Common House		12,180.54	3,500.00	Common House - cladding to guest rooms		VPR07
			- 10,000.00	Common House - change of roof cladding	No. 13	VPR08
			2,500.00	Common House - gable cladding		VPR11
			3,000.00	Common House - M1 Foundation footing		VPR12
			2,136.00	Common House - floor levelling		VPR05
			3,269.67	Common House - Heatpump HWC to Common House		VPR14
			3,774.87	Common House - Plumbing fittings to common house		VPR15
			4,000.00	Common House - adjustment to window heights		VPR16
		<u>23,521.29</u>	<u>23,521.29</u>			

290,299.49 Foundation Remedial Works

