Draft Agenda - UCOL meeting

**Thu 28 January 2021 7.30-9.30pm**

at Centre for Sustainability, Uni of Otago, 563 Castle Street North

and via Zoom - MeetingID: 9016 25 9016 Password 25 25 25

<https://otago.zoom.us/j/9016259016?pwd=ZGZQRnM2L2tsai90eENKRExQUEtJQT09>

*Chair and note-taker:*  Warren and Jan

*Apologies:* none received

Present: Sander, Min, Pauline, Liz, Gay, Sue T, Anne, Donald & Miriam, Maria & Juan, Ngaire, Catherine & Jeffrey, Rainer and Marianne, Alex, Sander, Sara, Mike and Roz, Sandy

Zoom: Jess, Tim, Anna& Anthony , Claire, Frances (I think! Can someone please confirm because I never checked zoom)

(5 mins) Appreciations: Comfy bed, Helpers on Saturday, all the work done while was Pauline away, Karen pregnant 😊 due 30 July. Gay asked us to acknowledge of stresses at this time and asked us all to be kind to ourselves and each other.

MINUTE 1 We adopt the Toiora High Street Body Corp Rules (Toiora HS -v1.2minimal) 25 green

MINUTE 2 We agree to adopt Gather for the 90 day trial, with the intention of taking out a one year subscription 4 blue 22 green.

(8 mins) **Lawyer meeting** notes attached. Stephen Edge said Body Corp rules are fine now. Lawyer has not yet sent out deed of covenant because wants to put unit title, body corp rules and covenant all as a package to send out to purchasers. If we agree body corp rules UCOL lawyer will send the whole package off tomorrow to each of our lawyers. We ae now ready for formal application for title.

The Unit Tiitle plan has been distributed. Lawyer letter will say that covenant is no longer on agreement.

Version 1.2 Body Corp rules are current … and has the unit title number

(14 mins) **Rewrite of body corp rules is complete.** Stephen Edge is happy with them. Thanks to all who worked on it intensively over the last few weeks, particularly Min and Anne

Minute: We adopt the Toiora High Street Body Corp Rules (Toiora HS -v1.2minimal) 25 green , 1 blue, 1 abstain

(8 mins) **Saturday 1.30pm Workshop will be held for our Community Agreement**. Version 4.0 has been sent (also attached to these minutes) and should be read prior to coming to the workshop. Colours are indicative of where changes have been made. Decision making for consensus and such schedulesa re at the end so please read right through. We will start discussion at the green line in the document.

The 5% capital gains contribution is still in the community agreement at this stage and its continued inclusion will be discussed on Saturday.

(2 mins) **Budget Control Group (BCG) Report** – We will receive the S&W invoice in next few days, then BCG and Nicola will review the budget. It is expected that the final amount of the contingency fund will be revealed in next two weeks.

(12 mins) **Project Control Group (PCG) Report** - The building project manager has $5000 of the contingency left over from the building project, so he is expecting there will be $5000 that will be given back to group

The kerb outside with angle parking will be started next week.

Gas hobs need splash guards to be certified, and this will take 3 weeks. It is being actioned right now and shouldn’t hold up completion.

Our timeline was discussed – the best case scenario will be S&W finishing 22 Feb. If this happens, the best case scenario for settlement would be 5 March. The DCC final inspection of the inside of the High and Alva Street units is booked for 1 Feb. Tim will also do a defect inspection before the builders hand over the keys.

Email re re-laying of the carpet in the common house (old library part). Carpet has been stored and now time to re-lay. Mackenzie & Willis have suggested that because of joins in the carpet, a more cost effective solution would be to put down garage carpet. However there are no cost implications for us in changing to garage carpet. Considering sustainability, quality of previous carpet, suitability for children on the floor and lack of cost implications PCG is instructed that we do not wish to proceed with “garage carpet” but for MacKenzie & Willis to use our recycled carpet as per the original plan.

(9 mins) Alex suggested **membership of an admin group** (Alex, Gay, Frances, Catherine, Maria, Anne, Min and Warren) to deal with the items that we know will be needed in the near future. The group would bring recommendations back to whole group but the smaller working group would be more efficient to ensure all this interlocking functions are carried out. Examples of appropriate areas of concern are: insurance, setting up body corp bank account and owners register, liaison with DCC, surveyor and with lawyer at settlement, contact point for any further issues for purchasers, banks and lawyers, and finishing membership agreement. It means that prior thought has been done by the group before ideas/minutes come to the meeting. Alex will put the admin group together.

(5 mins) **Induction on Saturday**. About ten people will be coming. Liz and Sue will organise the food. No requests for Zoom or childcare, Jess did introduction last time but cannot attend this time, Anne to replace her. Catherine and Tim available. Everyone invited to come for the shared lunch at 12.30 and stay for workshop. It is good to have cohousers present throughout the workshop, starting 10.30 am.

(2 mins) In addition to the work done by Tina, directors decided that **approaching insurers directly** is an option worth pursuing. Catherine directly approached two companies. State Insurance will quickly give a quote, so this should be ready for the next meeting. IAG is the provider who do Body Corp insurance.

(14 mins) Tom from Touchstone Cohousing in Ann Arbour, Michigan demonstrated the **Gather software** on Saturday. *Gather* serves multiple functions for a cohousing community: as a directory for members, simplifying planning for meals, the sign up for meals and billing for meals or other items, reserving resources like workshop/kitchen, monitoring and allowing selection of hours of community work, community noticeboard and an information depository. While all these options are available within the software, communities can pick and choose to what extent they use any of the available functions. In addition, Tom expressed willingness to customise further should it be needed. Because the presentation included lots of detail about how the software was being used at Touchstone it also highlighted issues that we haven’t even considered yet, eg for meal costing, should children be charged the same as adults? (Touchstone had a sliding scale dependent on age). *Gather* is available at a cost of US$1-3 per person each month (actual charge negotiated upon purchase) but a free trial is offered for 90 days. The group recommended doing a 3-month trial starting a few weeks after we move in. It provides us a good start up for daily administration. Min has offered to input the data and get it set up, Sander is willing to support the people as we get used to using the software.

**Minute: We agree to adopt Gather for the 90 day trial, with the intention of taking out a one year subscription** 4 blue 22 green.

(12 mins) Proposal that **items come to the agenda for the whole group meeting through subgroups**. Eg Earthsong have rule that anything goes to subgroup before it comes to the main meeting. Admin group is the first example of how we can do this. There was discussion about whether this would be more effective or slow down progress. The newly formed Admin Group is an example of such a subgroup.

A need was identified for a group who talks about how our full meetings can be made more effective. Concerns were expressed about need for everyone to have a voice. People are feeling a bit overloaded right now and the general feeling seemed to be that dealing with this at the moment would add to stress rather than save time. Suggestion was made that once we have moved in and informal chat between us in common house, grounds is easier, we can re-look at this.

(3 mins) Gay’s organisational structure of groups for the move followed naturally from this discussion. The feeling was that this formation of groups of like-minded groups will naturally morph into the working groups later on. Warren’s idea for structure of subgroups will be discussed on Saturday. Only one group was still without a leader: Marianne (and possibly Jan) offered to coordinate the organisation for moving in.

(6 mins) **Charcoal filters are required for the rangehoods** and these have been ordered. We will need to install them ourselves (and since they need to be replaced approximately every 3 months this is a skill we all need to learn anyway). The exact cost will be calculated once they arrive but will be approximately $50 every 3 months or so. This will be charged to the individual units.

Rainer asked for help to move the sauna from his place to Toiora. **Strong people needed at 10am on Sunday**

All front gardens are now finished to the standard that S&W will leave it as, so you can go and take a look at what is needed. Neighbours may wish to liaise. The pavers already at Toiora, that we shift periodically, are available.

The dishwasher and free standing stove from High Street School were offered to anyone in the group who wanted them, but there were no takers so Rainer will organise disposal.

(4 mins) Sander and Karen asked do they need to organise a **builder to do installation and minor work** inside their unit: bath screen, towel rails, mirrors etc. Each unit will be responsible for organising this kind of work, suggestion was made that we may be able to get a competitive quote those who want to get a builder get together.

In Dec Maria approached **Plumbing World** and got a discounted price for a range of items that we will all be needing. She is happy to pass the info on to someone who is willing to coordinate it for the group.

Tim confirmed that the passive haus construction does not prevent us putting screws/nails into the walls. Each until will have to put in their own towel rails, toilet roll holders, hooks etc

Other people were also approaching builders.  *I think the end result was that it would be looked into and information brought to a future meeting*

(1 min) <https://docs.google.com/spreadsheets/d/19SKebUQerufj-ucIqmXoSQKLry4Qw7J3hBLGipGzUJY/edit?usp=sharing> is the link to the google document that has already been created for **sharing of items** once we are living together. Sander to add an option where people can offer items that they are wanting to get rid of prior to Juan’s garage sale.

(15 mins) Access to the site before settlement could be possible. UCOL will have possession of site once S&W hands over so it is possible for UCOL to come to an agreement with individuals to bring in painter etc. However there are insurance issues. The newly formed Admin Group will look at implications of allowing access. Our lawyer said it is up to UCOL decide and he recommended that we don’t. If we do, we need to decide protocols etc. Our contract insurance ends when the contract finishes and Body Corp insurance must take over immediately following. Body Corp insurance does not cover anything you leave in the unit. It is for the structure only.

The time period being discussed is between S&W finishing and settlement (potentially, but not yet actually known, 22 Feb to 5 Feb as the best case scenario) It is up to us as the company to decide on access and whether we are willing to accept the insurance implications. If we agree that we are happy to work under constraints, then we can get access to do the things we want to do, but we have to be very clear with each other and our expectations what we undertake to be liable for in case there is a problem. Lawyers don’t want you in because if buyer gets possession before money has changed hands. We cannot willy-nilly hand out keys, but there is a definite wish to get access soon. Admin group to discuss further.

Deferred to a later meeting:

UCOL office moving back to Common house Anne

Appreciations/Warm up welcome activity placement Roz

Exceptionalism and its consequences Marianne

Rental and Resale Pod Catherine/Jan

Meeting closed at 9.39

I’m presuming the next meeting will be at the Sustainability Centre, Thurs 4 Feb. I’m happy to continue as notetaker for another week or two, but we’ll need a chair