**UCOL Meeting Minutes**

**Date: Thursday 12 September 2019 7:30pm**

**Location: Centre for Sustainability Seminar Room – 563 Castle Street**

Chair: Alex King                                                                 Note taker: Karen Or

Present: Alex, Karen & Sander, Catherine, Frances, Sandy, Min, Anne Thomson, Rosemarie and Maurice, Warren, Sue Taylor, Gay Buckingham, Elizabeth, Jan, Pauline, Tim

Apologies: Susan, Dennis, Rainer, Marianne, Donald and Miriam, Sara, Jess and James

Appreciations:

* For doors being installed on high street units.
* Min appreciates getting a new washing machine in 2 days to replace the one that died.

Minutes of record:

1.*A Body Corp workshop was held at the Centre for Sustainability Seminar Room at 3pm 24 August 2019. A good number of cohousing members turned up including Anthony and Anna. We were formed in different small groups to brainstorm and discuss about different body corporate rules.  After the workshop, a few members joined Rainer, Anthony and Anna to the construction site, followed by a meal together in a Chinese restaurant. Min will share the notes from the workshop to the group later.*  **All Green.**

2. *A meeting with Lawyer Antony Hamel was held on 5th September 2019 evening at the Centre for Sustainability Seminar Room for interested cohousing members, discussing about the tips of preparing to sell a house.  Jan sent an email on 6th September 2019 to share the meeting notes.* **All Green.**

-After the meeting Jan has sent an email to Antony as a thank you straight away. Anne will arrange a card to bring to next meeting for us to sign.

3. *On Wednesday 11 September Anne, Ian and Claire met with Pene and David Morris from Roxburgh who were interested in the process of acquiring land and developing a Cohousing neighbourhood. Pene is looking for ways in which the community in Roxburgh might develop the former Roxburgh Children's Health Camp for community living of various forms. The site has been land banked for Ngai Tahu. Longer term, she is very interested in buying a unit in HighSt Cohousing. We talked about the way in which our project got started. She is keen to know who our contacts were in Ngai Tahu, who she might talk to there. We also explained that the impetus for High St Cohousing came from the public meeting and seminar that Robyn Allison ran.* **All Green.**

-Pene asked if she could come to a meeting, to get a feel for how our group works and to understand more about Cohousing. The group is happy to welcome Pene to our meeting.

Discussion Items:

1. **Colour cards and lost key**

Catherine suggested it would be best to use our colour cards process in the meeting. Sander informed the group the Centre of the Sustainability has been informed about the lost key and a new key will be arranged. Once we get the key, the colour cards in the cabinet can be accessed again. Frances also volunteers to make some new colour cards to replace the torn/old ones.

1. **PCG Update –** no meeting until next week.

Site meeting update from Rainer’s email on 30 August:

*Things are progressing well. S&W are focusing on the 15 high street units, trying to close in as much as possible. The mains electricity cable has been laid along Alva Street and is sticking out at our entrance. The easement on our neighbours section has been surveyed and it is now up to the plumber to replace the drains. Juan and I met our lawyer Simon Milne on site yesterday and spent 3/4 hour explaining layout and where the 24 units are (15 High, 6 Alva, 3 Common) and all the common areas.*

*Additional comment by Rainer: Simon Milne told us that he went to High Street School in the 1970’s, the old brick building, “no, not in this new school (our common house)”.*

* Catherine raised the issue of a power box being proposed to be placed near her patio and she expressed her concern. Tim explained it was due to the length of the wall shorter than planned and he is currently looking at where the power box can be placed.
* Rosemarie brought up to the group that a green box was placed very close to her driveway today and wondered what that is. Alex thinks that box might be the connection points placed by Aurora.
* Tim also mentioned the contractor is looking into an electric charging unit with a swipe access/ smart system. He anticipates there will be a cost effective solution that will work for current and future users of electric cars.

1. **BCG Update** – will meet next week, report probably come before next meeting.

Catherine had a call from Tina (from insurance) and is informed our insurance renewal is coming up. Catherine has asked her to send the details through to UCOL email address– it was $400 more expensive than last year. This will be reflected in the budget next month.

1. **Legal Liaison Group Update** – No update.
2. **Pull down ladders for H & D units** (see Rainer/Maria’s email) -Most people have responded to the request.
3. **Drainage installation on Rosemarie and Megan’s section** (see Rosemarie’s email)

* Rosemarie added to her email that she was primarily concerned with the lack of communication between Ucol and our neighbours about the drainage issue.
* Anne explained how it might have happened involving a lack of communication from the contractor side. She was not properly informed about the issue in spite of her being asked to write to Rosemarie.
* Some members think it should be the responsibility of the project manager to inform us about the project’s technical issues.
* Background: drainage pipes on Megan’s sections were found in different locations than on the DCC drawings, and there is no easement in place for that location. Using the whiteboard Tim and Rosemarie explained to the group the locations of the easements and the actual drainage pipes. Tim also explained how part of the pipes crossing the sections needed to be replaced with a large pipe to cope with the storm water from the site. Catherine shared the history about Greg Scott(?) helping UCOL resolving the water issue with the dental clinic some time ago, which involved these pipes.

The group has noted two issues:

1. Communication with neighbours has not been properly coordinated

We should talk to Megan as soon as possible about this issue. Pauline offered to talk to Megan but the group thinks it might be more appropriate to have someone in the group who has a relationship with Megan. Min suggested we should really have an advocate to do the communication with our neighbours, and all information involving project, budget etc will be passed to this person to do the communication. Anne will write to Megan.

**Minute 1: Anne Thomson will be the communication contact person for our neighbours Rosemarie & Maurice and Megan. All Green.**

1. How to solve this drainage issue at Megan’s section

At the next PCG meeting the PCG will discuss the issue to investigate how this happened, and explore what is the possible solution and cost if we need to fix it.

1. **Formal vs General Communication channels for shareholders** (see Gay’s proposal)

Gay suggested to use a second communication tool for less formal communication, and only use the shareholders email list for important information such as meeting minutes, agendas etc. Currently some of the members are using Whatapp, but some members’ phones do not support Whatapp or other apps.

Warren has shared a list of alternate software options, which we can consider to use for different types of communication; those tools have more functions than just communication and are expected to have more use after we move in. In the short term, the group is happy to continue to communicate with emails and try out two, rather than one, email lists to distinguish between formal and informal communication.

**Minute 2: We agree that Alex will set up a UCOL-Chat email list consisting all the shareholder memberships, with the intention to keep formal communication in the existing UCOL shareholder email. (Amendment: We will review this practice in January.) 1 Orange, 17 Green.**

Catherine has raised an orange card as she thinks separating the information may lead to situations with not everyone being on the same page. We decided we will review this new practice in January 2020 and amend the minute accordingly.

**Minute 3: Warren will carry on to explore the alternate software options further with a group of others members who both have experience or no experience with software. All Green.**

Warren will share the information with the group, and will carry on researching on the tools. We will decide how to proceed with this later.

8.      **Appliances update** (Sara) – The funds are transferred last week (4 Sept) and Sara is now waiting to hear back from F&P with an ETA.

9.  **Local Internet Network** (Alex) – Warren and Alex have done some research, and will share the information next meeting.

10. **Middle flooring** (Tim) – Tim gave a quick update and is waiting for pricing from S&W.

Meeting closed at 9:35pm.

Next Meeting on Thursday 26 September 2019.

Rosemarie’s email:

Date: Wed 11/09/2019 4:55 PM

Can you add an item re plans for drainage installation on Megan’s and my sections.

Explanation:

Three weeks ago I found out — by accident — that the easement across the back of our sections is to be used. Previously I had been told it wouldn’t be needed, and the reference to possibly cancelling the easement on Megan’s section in the meeting notes of 8 August immediately gained my attention. I certainly would like a redundant easement cancelled.

So I was rather put out (to put it mildly) to discover that yes it IS going to be used, and that no one had thought to keep us posted on evolving plans. UCOL is of course legally entitled to do so, but there’s more to good neighbourly relations than legal entitlement…

We managed to get some info by talking to Bill the S & W foreman, and the staff member from Foley’s who was fortuitously on site. But this is not how things should be done — we should NOT be getting the information from workmen.

Both Megan and I want to be cooperative (I’ve shifted the caravan and my garden already) but it is very unsettling. It’s even worse for Megan, as UCOL apparently intends using a drain unknown to her (and not in an easement on her land). It’s very common apparently, especially in Dunedin, to have unmarked drains under land.

And yes, UCOL may be legally entitled to use it, but leaving Megan in the dark over the matter is not the way to foster good neighbourly relations.

As she has said to me, what if she had been working all this time with an architect on a plan that now had to be altered because of this drain?

How would you all feel, if, for example, you found out your neighbours have been plotting to use a drain under your land when the drain layer knocked at your door to say they’re coming on site?   It seems like we’ve only precluded this by accident. (In fact Megan initially found out something was up because someone had been digging holes and spray painting marks on her land.)

Communication with us was raised in the UCOL meeting of 22 August — and thank you for the notice over the surveyor that resulted. But I know Megan has asked the directors for more information that has not yet been forthcoming. I don’t yet know how deep the drain will be and how that will impact on planting in that area.

I’m disappointed there’s been such a lack of courtesy.

Rosemarie

Gay’s Proposal:

1. current Shareholders email address be used for formal communications (e.g. meeting minutes, agendas, notice of important decisions, payments, etc.,) only.
2. we have a second emailing list and use it as a forum for discussion prior to – and/or in addition to – meetings. (I could elaborate on reasons but that can wait till Thursday).
3. the second "general communication" could be WhatsApp (but that doesn’t seem to appeal to all), or a general email address like shareholders, or one of the systems Sander and Jan looked at.

We do need a second form of communication. More important things goes to the shareholder email listing. But we need another channel, what’s app..

Warren shared a list of comparison of different communication tools. There’s a lot out there to choose from. He’s suggestion a small group – people with software experience and people without software experience group together to explore more on this.

Gay would like to first get a second channel first. There’s lot of work to receive many emails.

There are some piece of software we can send an email. Some members would prefer a more simple tool. Alex can explore to add another domain (UCOL Shareholders/UCOL Chat eg). We agree to explore another option. The tools suggested by Warren would be really useful once we move in including organizing activities etc.