Notes and Minutes from UCOL meeting

25 February 2021 7.30-9.30pm

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

Chair – Donald, Note taker – Jeffrey

Present, Min, Anna, Anthony, Alex, Kathleen, Sander, Karen, Catherine, Miriam, Liz, Kirsten, Anne, Warren, Claire, Marianne, Jan, Pauline, Roz, Mike, Ngaire, Sandy & Frances, Jess (zoom), Tim (zoom), Dennis (zoom), Maria (zoom)

Apologies: Sara, Jan, Sue, Rainer, Juan, Susan

Appreciations

 Mike Hazel donated kitchen ware to the common house.

 Marianne – appreciate a calm house at the end of moving everything out.

**Minute 1**

Subject to site suitability we proceed with Gay’s recommendation ‘5’ for individual letterboxes.

Green 24, Blue 2

The majority of the group were in favour of individual letterboxes, these are available from Mitre 10 at $45 each. Jeffrey will check quality and get a pic and put it in an email to everyone. They will be paid for by the company. A way to attach them to the wall by the Avla Street entrance will be looked at by Tim. There will also be a need for a lockable parcel box, although couriers can be directed to deliver these to units or the Common House. Suggested that we get white letter boxes initially, there are touch-up kits available for the colours of our doors. Those units holders, who get a paper delivered could add a tube.

**Minute**

The kitchen group is authorised to buy 5 tables and 20 chairs.

Green unanimous

**Minute**

We agree initially to have a shared meal every 4th calendar day of the month, alternating the time slot between 6 and 7.30.

Green 23

Blue 3

The kitchen group recommended buying 5 tables with folding legs and 20 folding chairs. The group agreed. The kitchen group is looking for donations of wooden tables and dining chairs for the dining room (potentially two tables have been offered and 8 plastic chairs). The kitchen group recommended that we have a shared meal every 4th calendar day of the month. The group agreed. The suggestion that shared meals might be meat free, or red meat free, was discussed but no decision was made. Concerns were shared about special diets being catered for and it was stated that this will be a high priority. At least 12 people are willing to lead cooking teams. It will take time to organise and learn how to cook for large numbers in our new kitchen which won’t be ready until May. We will look at where food is sourced from and what vision we may have.

Bike shed

There is a rough plan for a 35 square metre bike shed. There is a concrete pad for it between the common-house and the sauna. There are bricks as a possible building material. There is a budget already for the shed. The shed might also be used for kayaks and tramping equipment. There was a list of who will be bringing bikes on google docs, but it seems to be missing. Anthony may like to start a new one.

Questions to be examined are: what kind of racks will be used? Charging of e-bikes? How will we secure it? Lighting?

Anthony is starting the bike shed group – contact him with information, ideas or questions.

Official opening of Toiora

We need to start thinking about an official opening: when will it be, what dignitaries might be there, who needs to be invited, etc etc.

Report from Admin Group (*and bits from later discussion on insurance that fit better here*)

Alex sent out a report of the admin groups latest meeting. He briefly ran through it

 *After* the pre-purchase checks by the unit holders on (probably) the 6th and 7th of March we will be allowed to access the units for painting etc. Next meeting we should have a better idea of when. Will need to sign documents about liability for any damage done (paint spill etc) and health and safety. We will not be given a key at this time.

The pre-purchase check is like when you have agreed to buy a house and the day before settlement you walk through the house to make sure that it is the same and nothing is broken or missing. If we find something we don’t like (poor work etc) talk to the PCG.

There is a one month warranty on the units, if things don’t work or break then these things will be fixed along with the usual guarantees of products.

The admin group recommends that we do not move possessions into the units before possession as failure to settle would put UCOL in a difficult legal situation.

Insurance Update

The insurance company is happy for purchasers to do painting etc. We will need to sign pre-purchase inspection documents, which Anne will draw up, before we can access the units.

Tim, Maria and Rainer will be available to be on site during the inspections for any queries.

and a general timeline from now

S&W address interior defects list of Alva and High St units, followed by another inspection (by Tim) to see everything is fixed.

S&W then finish site works and address defects list for M units and Common House).

The practical completion and handover from S&W is scheduled for the 5th of March

The code of compliance certificate from the DCC can be applied for the same day.

Pre-purchase inspections by all unit holders, maybe 6 & 7th March.

Code of compliance (by DCC) must be issued within 20 days, but we expect it to be done much sooner - but not if all issues aren’t fixed. Glass screens for showers could hold it up.

Once we have *both* code of compliance (from DCC) and unit titles (these have been applied for) it usually takes ten working days for individual solicitors and banks to do their documentation. The directors are getting advice as to whether the ten days can be shortened. Sander’s lawyer and bank were happy with a 3 day turn around.

Then we settle (pay the money).

Then we take possession

Chair and note taker for March

Sander and Jeffrey/Marianne

Next meeting

45 minutes will be set aside for Warren and discussion of the Toiroa Cohousing Agreement

Discussion about how many pets are coming into the complex.