

Draft Minutes UCOL Meeting 7.30pm Thursday 28th November, 2019

Centre for Sustainability Seminar Room – 563 Castle Street

Chair: Susan Jack

Note taker: Donald Shand

Present: Sander, Warren, Karen, James, Miriam, Min, Rainer, Marianne, Maria, Gaye, Sue, Mike, Sandy, Frances, Catherine, Alex, Denis.

Apologies: Anna, Anthony, Rosemarie, Maurice, Liz, Anne, Juan, Tim, Pauline, Sara, Claire, Jess, Geoff.

Appreciations:

Gaye for resupplying the group with a replacement set of coloured cards.

Rainer and Maria for keeping information flowing.

Min for her work on the body corporate workshop.

Rob Cunningham for the High Street Cohousing ODT article.

Discussion Items:

1. House Numbering - DCC advice is that numbers, not letters, are a requirement. Emergency services need clear house/unit numbering. Fire Service wants a panel on the Alva Street end of the High Street block and on the Montpellier block but not for Alva Street houses. Frances proposed the idea of a letter box layout that reflects the actual layout of the units including the office. Sander suggested that the High Street block numbering ought to flow consecutively e.g. 21 High Street unit 1, 2, 3, 4, etc. 25 Alva Street unit 1,2,3,4,5,6. And 7 Montpellier Street unit 1,2,3.

Action - Maria to draft examples for consideration by DCC/LINZ and then bring back to group.

2. Bicycle parking/storage. Claire has asked that we add this to the agenda for discussion. It was noted that if the brown garage/shed is to be the storage location for bikes it will require electricity for lighting but not for charging because electric bike batteries can be removed and charged at home.

3. EV charging likely to be low speed and will require sufficient charging points for the growing number of EV's currently at 7.

4. Alva Street angle parking and road marking/kerbing. Frances reported on her recent conversation with DCC regarding a cost effective solution to running angle parking all the way from High St corner to Montpellier St corner. DCC advises that temporary bollards and paint on road can work and would be acceptable for the first year after occupation. DCC has also requested that we get prices from roading contractors for painting, bollards and kerbing on our side only. S&W might

be able to provide contractors names. Catherine noted DCC CEO has suggested at an earlier meeting that DCC could consider funding a permanent solution. However, our consent documentation specifically requires UCOL to fund the work.

Action - Maria will follow up with Tim re drawings which Frances can use when following up with contractors.

5. F&P fridges/washing machines progress report. Sara advises that she has loaded the quotes from F&P and will be in email contact regarding next steps
6. Bathroom floors vinyl/tiles - Juan reports as follows. "I have quantified them but not much further." Tim has sent link re vinyl flooring which Rainer will circulate.
7. PCG report. Further to the meeting notes circulated with the agenda.
 - a. Builders have stressed that we must be quick with answering their requests to avoid extensions and costs overruns.
 - b. Steven Edge visited today and was happy with progress. He has suggested that UCOL draw down the money as late as possible (20th of the month at the earliest). Contracts work insurance requiring extension due to delay.
 - c. Colours on the back of stairwells to be provided by Maria but will be dependent on final exterior colour specifications and specific colour names.
 - d. Changing from synthetic to wool carpets could cost up to \$1,000 extra per floor - 6 owners interested.
 - e. Roof shout at 10.00am tomorrow. Frances and Rainer will represent UCOL
 - f. Site visits with current preferences scheduled as follows.
 - Friday afternoon 2.00pm (Rainer to host) - Min, Sue, Frances, Adelyn, Denis.
 - Saturday 9.00am (Maria to host) - Sander, Karen, Sandy, Maria, Maia, Camila, Miriam & Donald
 - Saturday 10.00am (Tim to host) - Susan + 3, Liz, James & Jess

Action - to those who were not at the meeting but wish to join a site visit please advise Rainer of your preferences asap.

g. Maria submitted two variation requests for approval.

i) Intumescent Painting - See attached quote from James Wren.

Minute - That we accept quote of \$28,722 + GST for intumescent paint to come out of contingency. Agreed 16 green and 2 blue.

ii) Fire Alarms - We are advised that because of its size and configuration the High Street block requires type B fire alarms, which while specified by the fire engineer during the design stage, were not submitted at time of quote, therefore only a Type A alarm suited to Alva Street block was priced for by Aotea Electrical. Note: had it been included in the original tender document

it would have budgeted for accordingly. Consequently the additional costs of \$19,855 + GST for High Street block and \$6,905.55 + GST for Common House plinth will need to be funded from contingency.

Minute - that we accept the need to go with Type 2 fire Alarm system for High Street block and associated variations including common house totalling \$19,855.50 + GST and \$6905.55 + GST to be paid from contingency. Agreed 13 green and 5 blue.

Note - it was suggested that we could ask the quantity surveyor whether the prices quoted are at market rates. However, regardless of answer from QS we will have to accept the quote.

iii) Maria also reported that in light of our current known contingencies any future variation spending will require careful management

Action - for next meeting we will have a further discussion based on an updated contingency report from the BCG. Please also take notice of the coloured variance report supplied by Nicola.

Warren requested that future requests for approval of variations and expenditure are placed higher on the agenda so that any later requests for expenditure during the meeting can be considered in light of the budget implications of any variation.

8. Distribution Board and EMF (Rainer). Request from Catherine that the switch board be placed elsewhere because of concerns regarding its proximity to her unit. Tim suggested that it be relocated to the workshop but will cost approximately \$70k. Alternative suggestion that it be relocated to nearby retaining wall by carpark at minimal extra cost due to proximity to original site. Note - expert advice provided by the electrician is that emissions from the board are low. S&W urgently need our decision as to where we place the board. There may be an opportunity to site the board on a lower level making it less obtrusive. Concern expressed that this item ought to have been circulated earlier to UCOL members rather than as conversation between a small group initiated 2 months ago but now only brought to a meeting

Minute - we agree in principle to the relocation of the distribution board to the location as shown on Tim's drawing up to Maria's approval level of \$5,000 coming out of contingency and for the matter to come back if the cost is greater. Agreed - 9 green, 8 blue, 1 orange.

9. Report from Body Corporate Rules Workshop Sunday 24th November (attached). Min asks that we all read the report and advises that it is likely a rewrite process will occur over January (volunteers needed).

10. PR Proposal by the PR group from its November meeting (Sander) - To make it easier for the public (neighbours, interested parties, and others) to understand who we are and what we do as a group we propose the following:

1. We organise an on-site social event for ourselves and our neighbours. This would be to update the neighbours on the project, answer their questions, and generally to get to know each other. We ask if Rosemarie & Maurice would be willing to host this on their section.

2. We occasionally share news about us on Facebook, beyond the construction updates. This is to give a flavour of what we do to those who may be interested in joining us in the future or set up a cohousing group. For example, we share a few lines about our recent body corporate workshop with a picture. We will ask people photographed if they are happy with the picture to be placed online. Contributions are welcome from anyone – Sander can help place them.
3. We update the website as follows:
 4. Future tense to present tense where appropriate (Sander)
 5. Project page: insert Milestones, embed Youtube video of Tim’s talk on history (Karen)
 6. Rename “About” to “About us”. (Sander)
 7. Text on Sustainability: move from Project page to About Us page. (Sander)
 8. Contact page: insert little blurb inviting people interested to contact us. (Sander)
 9. Joining page: update content and tone. Although we are full we are still inviting interested parties to reach out so they can, if they want, receive newsletters, be invited to events, or be posted about unit availability (Gay).

Open Forum

1. Denis apologised for his recent absences. Also from December he will be working in CHCH on a 1 year placement. Adelyn will not be available for minute role for the December meeting.
2. Unofficial advice from S&W site foreman is that build progress could mean that building is completed up to 2 months early. More info by Easter 2020.
3. Meeting schedule for 2020 commencing Thursday 9th January - to be confirmed at December meeting.
4. Reminder - Christmas potluck and Secret Santa at Anne’s place from 6pm on Saturday 21st December.

Next Meeting - 12th December. Chair and notetaker roles Rainer and Marianne.

Meeting closed at 9:30pm