Toiora High Street Cohousing Meeting Notes

Thursday, 24 September, 7.30

Numberworks, Crawford Street

MeetingID: 9016 25 9016 Password 252525

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

**Chair and Notetaker:** Frances and Karen

**Present:** Ann & Anthony, Sara, Min, Karen, Sander, Warren, Frances & Sandy, Tim, Jan, Anne, Roz and Michael, Liz, Sue, Rainer & Marianne, Juan, Alex and Pauline (17+4 from zoom)

**Apologies:** Catherine, Gay, Donald & Miriam, James & Jess

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**Minute 1:**

**We approve Sue’s request to bring a cat into the community next year which replaces the cat she lost this year. This does not set a precedent for future residents. All Green**

**Minute 2:**

**The meeting confirmed the utility interest, which was established as part of the sales and purchase agreements, stands for now.**

**18 Green 2 Blue**

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**Appreciations:**

* Min finally catching up with her work after she started her new job 6 weeks ago.
* The last unit passing the blow test today.
* The building company managing the budget of the project so well, considering the complexity.
* The amount of work people have done behind the scenes.
* The 7 years anniversary of the purchase of the land on Sunday 27 September.

**1. Appliances Sara**

Anne gave an update. Documents were all sent, along with an email that we were happy to pay cash and that kitchens are waiting for the appliances as S&W have asked for them. Contact person was on holiday until 28 September. Anne and Sara will continue to push.

**2. PCG Report (attached)** **Frances**

Frances highlighted a few points from the PCG:

* Timeline: still no update on expected end date. Rainer added that we have received a Gantt chart from S & W showing that the remaining tasks had just been pushed forward to have them finishing at the contract end date, (21 Jan) leaving a period at the beginning of the chart with supposedly nothing being done. Our Project Manager has asked for a monthly update.
* Good news – some provisional sums related to S&W contract are unlikely to come. This may increase our contingency by up to around 40k, a number to be confirmed by S&W. The BCG will work out how those can come back to our fund (orange cards waved).
* We discussed how many shareholders need to sell before settlement? With this number we can put the pressure on S&W to confirm a completion date. From the meeting attendees it seemed that Rainer & Marianne and Sander & Karen were still needing to sell. **Any others; please email this so we can build pressure.**

**3. Unit titles Valuation Frances**

Frances reminded us that a valuation for Unit titling purposes is not the same as a market valuation. She also received a quote for Unit titling which the directors have authorized to go ahead~~.~~

The directors asked to get a quote for a market valuation of A2. Shane Waldron from Paterson Valuations – normally would charge $750, offered for $500 since they know the project. Frances passed that on to Directors. He is also qualified for an insurance valuation, which will need to be done at least every two years from the time we move in.

**4. Asphalt quotes; DCC for kerb design Tim**

Not done yet. Timeframe – should try to get it done next two weeks.

**5. ‘Division Insurance’ update Gay, Marianne, Jan, Alex**

Jan gave an update from their last meeting.

* They proposed a name for this subgroup, the “Getting Along Team”. It is not too long and reinforces the goal and activities of the group.
* They defined three areas of responsibility. Creating a structure, meeting facilitation, and overall governance.
* They would meet occasionally, and act proactively, spotting if there’s any urgent conflict they can help to resolve.
* How do we choose the people in this group? Self-nominate, vote, or do people express who they trust? The idea was raised that everyone can suggest a few people whom they trust and we combine people from the collective suggestions. This is to be confirmed later after we have had time to think about it.
* The idea of an Annual Toiora Community weekend was raised. Fixed time each year so people can plan ahead. The idea of setting apart a few days every year, making sure we are all present, is to allow for whatever the group needs: fun, teambuilding, outing, workshops, new skills, etc., or a combination of the above. The Getting Along team suggested the last weekend of June, avoiding school holidays and when not much else is on.
* The team also talked about setting up a specialist team – Facilitators and Note takers – to allow for more effective meetings. Some hands were raised as potential volunteers for these roles. However, before this was decided, it was recognized we may first need to take some time to discuss how we feel meetings are going, if there’s any problem with effectiveness, and if so, how we might improve them etc.
* Suggest to add this onto future agenda

**6. A personal request Sue T**

Sue asked the group if she was allowed to have a cat again next year, in spite of the sinking lid policy. In July Sue had to euthanize her much beloved 20 month old cat, Vita, as he had contracted FIP – an incurable cat disease.

The group was sympathetic to her request, given the special and emotional circumstances. The group was also reminded some of the pets previously listed will no longer join, so there is capacity.

A reminder, we agreed to a sinking lid policy having discussed who will bring cats and dogs. Once we have on-site living experience, we will need to establish how many cats and dogs the site can reasonably accommodate.

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**7. Body corp Min**

**Ownership vs utility interest**

Min circulated some documentation relating to the ownership interest and utility interest. Ownership interest is not up for discussion; it is based on the market value. Utility interest is more flexible and established by the body corp with consideration of the different set up of each unit. We can decide to set the body corp levies based on the utility interest, which is a somewhat vague guideline on how levies can be divided.

**Previous decision**

There was some discussion on what had been decided previously. Some understood it had been decided that the set percentages would determine BC fee percentages and any other charges that we would have to divide.

After Rainer checked the minutes, it became clear that the BC levies were not specified (Minute on 30 Nov 2017 states *‘We agree in principle to use the component-based pattern (as circulated on 9 November) to establish the sale price for the unit. ‘*) But the group was reminded that at the time there was much relief after a lengthy discussion, and there was an intention the percentages arrived at would apply to our shared charges in the foreseeable future. Rainer has forwarded the meeting notes to the group.

Frances read Gay’s statement strongly in favour of keeping the set percentages.

Min felt that some of the current percentages weren’t fair, and that we should let market valuation drive the BC fee shares.

**Valuation**

The last market valuation was done 2-3 years ago when we needed it for the bank. BC members can ask this to be re-evaluated every three years.

Market value too may not be fair as we all share in the common facilities.

Alex reminded us that the valuation we would need is not exactly a market valuation.

**What to do next**

Alex suggested to wait until we have an external ‘unit title valuation’; we leave it to the professionals and then we make the decision.

Min suggested for a straw poll outlining three options: Keep as is, tidy the numbers for each unit type as proposed last time, or wait until market valuation comes back.

Warren and Juan suggested we take this on another time and keep it as it is for the time being. This is not ~~a~~ good timing while we are all in limbo now before settlement. Our picture may change in the future after we move in, and we can revisit this.

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**BC Rules version 7 (attached)**

This was circulated. It is not yet complete. One of the missing components is the maintenance schedule.

**8. Heritage Fence HF group**

Sandy asked Tim for an update on the quote for the cutting of the concrete. Tim has not yet received any numbers and will keep chasing.

**9. To Do List Donald**

Rainer urged the group to help accelerate our progress with this. There are only 9 weeks to the first week of December and some processes still to do on our part will take much time. We should not cause delay with settlement because of it. Rainer proposed next meeting to go through the tasks systematically, assign them to people and set a timeline so tasks can be expedited. (Orange cards waved.)

To get electricity actually delivered and live, exactly what do we need to do? Is this between the builder and Aurora or do we have a role to play?

The first week of December mentioned above is not a confirmed date of any sort, but Rainer mentioned it as we want to have completed the required tasks in time in case the builders are done early. Sue asked what Rainer anticipated for the time we can move in. It depends. Maybe end of January.

Warren added that lawyers tend to go on holidays between mid-December to mid-January, causing planning difficulties with all our individual lawyers. Alex mentioned we may want to drive the process and once we have the date, ensure everyone to get their lawyer to commit and plan for this.

**10. Insurance Anne**

Through email Anne sent around the answers for the questions we had from last meeting. For further questions about insurance we can ask Tina directly. Anne will invite her to come to a meeting on either 8 or 22 October, at 8pm for about half an hour.

Alex also suggested anyone who is interested in insurance could join the next Director’s meeting and ask Tina directly.

**11. Maintenance Schedule Tim/Juan**

We need to attach that to BC. Juan will try to get it done in the next few weeks and may ask Tim for help.

**12.  Choosing an Electricity Supplier Pauline, Alex**

Refer to the email sent from the group earlier.

We will have one bill and individual meters for the BC to read and turn into individual accounts.

Two decisions to make.

1. Supplier: based on Cost, Environment, Locality, anything else?

Warren added Reliability, Customer Service. Min suggested simply going by cost because of similarities between companies. Sander asked if any companies were to be avoided. Sue reiterated emphasis on environment along with cost.

1. How to divvy up the power costs: all per meter or do we have a flat charge per unit plus metered variable charge?

If anyone has further comments please email to Pauline Alex and Anthony.

**13. All of our stuff Gay**

We have progressed to have a few people assigned to some categories.

Kitchen: Gay and Roz

Office: Warren

Dining: Frances, Anna

Garden: just bring all gardening tools and we will decide later

Workshop: Rainer says it will organise itself

Guest bedrooms: Sara

**Open Forum**

1. Rainer clarified some confusion about “Private Variation”. Some variations are for UCOL. Other variations are “private”, and may still be for the entire group or subgroups. For many reasons we want to keep them separate. We need someone to receive (chase?) our money for the painting variation Maria sent to us recently and check on this, so we can pay the bill from the same account when it arrives. Some suggested we use the social club account for this, and Jan volunteered to help with this. Currently Rainer Sara and Frances have access to our social club account. They will help Jan to get access to see the social club account.
2. Verena Pschorn from Ahi Wai Eco Neighbourhood in Whangarei had met with Anne and Gay. She would like to have another Zoom meeting with us to talk about process, finance, and so on, as she is involved in a setting up a cohousing project. Who else is interested?

Meeting ends at 9:35pm.

Next meeting on 1 Oct 7:30pm at Numberworks and Zoom

October Chair/Notetaker: Sue will chair and Anne will take notes.