**Notes of UCOL meeting thurs 22nd July 2021**

**Venue:** Common house, Toiora High Street Cohousing.

**Chair and Notetaker**: Sara Ferreira & Marianne Quinn

**Present:** Donald Shand, Miriam Frances, Sue Taylor, Gaye Buckingham, Sara Ferreira, Claire Loftus, Eroni Fitiao, Jeffrey Robinson, Catherine Spencer, Liz W, Kristin Jack, Anthony Doesburg, Anna Maxwell, Camila Callau- Puricelli, Rainer Beneke, Tim Ross, Sander Zwanenburg and Marianne Quinn

**On Zoom:** Min Lee; Frances and Sandy Ross; Jan Birch, Jess Ross, Ngaire Tigier and ? Alex King. ( *The sound on the Zoom connection was very poor and most gave up: Min and Jess joined the meeting in order to hear, expressing frustration with the quality of the internet in the Common house*).

**Apologies**:  Anne Thomson; Susan Jack, Maria Callau, Rosemarie Smith & Maurice Barker; Margaret Charles, Pauline Taylor

**Appreciations –** lots! Assorted site works/ compost/ ‘tidying up’

**Practice of the chosen Waiata (E tu Kahikatea) for the official opening day (30th July)**

**1)Minute of record:** an Induction workshop was held on 20th July 2021attended by nine groups of people. ( **Anne**: *more to say about feedback she received*?)

**2)Minute**: that given the financial position of the company, the various groups move ahead on pre approved expenditure for the kitchen ( up to $45K), Heritage fencing (up to $50K ) , and M3 earthworks ( up to $15K). These monies have already been committed – as noted by earlier reports of the BCG.

In addition, the group approved up to $5K for bike shed design. **17 Green; 1 blue**.

3) **Minute:** that those who benefitted from ‘free’ accommodation are invited to make a donation in recognition of this. This is a koha and not compulsory. For guidance as to how much to contribute, the weekly BC fees (which we all now pay) will be sent out.

We understand some would not have moved in had they known they might be asked for a contribution and would prefer not to make one. The Admin Group will not be keeping a record of who paid, or how much.

If you do wish to contribute, please pay into the Toiora BC account,

38 9022 0884813 01) referencing **koha.**

**14 Green, two Blues and one Orange**.

Agenda items:

**a)BCG report (** Min, Rainer, Maria, Donald).

Total cost of UCOL project **$11,425,000**.

Nicola has provided an estimate of costs that remain to be paid. Rainer explained that $92,000 is to be held till March 2022 as the “Retainer ” for the building company, so the Company will need to stay in existence till then.

Nicola has gone carefully through the contingency and identified costs that will no longer need to be paid, including $81K in interest payments we did not need to make. Consequently, being conservative, we still have around $55K to spend on the fences and $45K to spend on the kitchen: both these monies were approved provided money was available and can now proceed. The BCG urges the groups responsible to get on and spend this money before Sept, when another ‘reckoning’ will occur.

Meantime, there is money for the bike shed

**Other things**: weather cover for the Distribution board; finalizing hard landscaping (pergolas etc, Common House improvements, etc etc… see below.

Rainer clarified that Nicola estimated **$196K remaining**, made up of the $112 K + profit from the sale of the DCC Unit + the money that UCOL is reimbursed for the Insurance that was paid forward – ie she assumed this was already paid back to the company.

Rainer explained that the Heritage fence group has potentially $66K ( but certainly $55K) to spend and ‘needs to get on with it’. Eg there are 4 large ornamental posts that need restoring – gates are already ordered.

Kitchen group has $45K to outfit the kitchen: ‘again, please get on with it’.

+ Weather cover for Distribution board which needs to be designed and sorted ( ? Juan, Maria or Tim?)

+ up to $25 K to design and build the bike shed

+ Remedying the ‘gurglar’ – not sure Stevenson and Willams will fund this or if we have to but a reasonably low cost solution has been found.

+ An extractor fan for the Guest Accommodation bathroom

If money is remaining, there are plenty of other possibilities – eg for the Common house alone- skylights for the Common house / replacement windows/ painting outside/ upgrading toilets etc… the BCG says by Sept, we will have a better idea what might be left over, but is clear that there are plenty of options for spending this – Rainer noted we could spend it several times over!

Donald suggested that a Minute come back to the next meeting that can clearly spell out the available funds beyond what has already been committed.

Rainer proposed the following **Minute**: that given the financial position of the company, the various groups move ahead on pre approved expenditure for the kitchen ( up to $45K), Heritage fencing (up to $50K ) , and M3 earthworks ( up to $15K). These monies have already been committed – as noted by earlier reports of the BCG.

In addition, the group approved up to $5K for bike shed design. **17 Green; 1 blue**.

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Tim let us know that we are still liable for the performance of the Bulbous curb on the corner of Alva and High streets for twelve months after it is inspected. After that time, the DCC takes responsibility for this.

**b) Directors meeting update as circulated:**  (Susan)

i)*Final forecast of remaining money (more than we expected) and proposing we plan for workshops to decide how this is best spent*

*ii)\_Proposing repayment of loan to external lenders who had not requested interest, with a token 1% per annum interest on their loans when repaying as a gesture of thanks for their commitment to the project which was for a lot longer period time than ever expected*

1. *Proposing that this year’s insurance bill is not clawed back from unit holders*

Alex’s generosity in loaning a large sum to the group without any interest for much longer than he would have reasonably imagined also merits him being included in this list of ‘external’ lenders.

**The meeting agreed** that Nicola needs to be appraised of this proposal and let us know tax or any other implications of this proposal, and this come back to the meeting for a decision.

**c) Admin group update** (Gay et al) see attached 21st July 21

Discussion around the relative responsibilities of the company v the Body Corp for the payment of the insurance etc etc…

+ That people who moved in ahead of settlement are asked to make a payment as a koha in recognition of the value of having been able to move in early. While settlement was delayed, UCOL was meantime having to continue to pay interest on the loan. People are asked to pay what they think is ‘fair’.

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 – Companies office updated as required? Catherine explained that she’s been in touch with Dennis around the details of the change of shareholding as required; this can be completed within ten days of the necessary signatures being lodged.

**d) Project management report (** Juan and Anthony**) -**

Efforts to fix the container/laundry/sauna electricity supply: Anthony advises that after a couple of visits from Aotea, the unreliable power supply to the container and laundry was blamed on a cable fault. A solution has been found that reduces the cable capacity without limiting use of the laundry, sauna, or things to come in the future such as a bike shed and spa.

No digging was required but the circuit breaker in the cabinet by the car park was replaced because it was looking tired after having been repeatedly tripped. Hopefully, no further issues for the laundry users!

**Whereabouts of the Netball hoop**: ( Camilla) – she queried what happened to the Netball hoop as the Basketball hoop has already been installed.

Jess apologized on behalf of herself and James, the Tamariki group. She hopes to get this remedied shortly.

**e) Outreach group – update re formal opening etc –** see attached report and invitation to neighbours and friends **(** Anthony et al)

**Proposed minute**: That UCOL agree to buy a Southern Rata for $245 + $70 freight for planting in the garden near the common house as part of our opening-day celebration.” **All green**. The Mayor will be invited to plant this. Thee Garden group will work out the best site for this slow growing tree.

**Invitations for Neighbours** to the ‘Open afternoon’ on Saturday will be printed off and available to distribute this coming Sunday. Anyone willing to do so, please come to the Common house at **1.30pm on Sunday** for this task.

**f) Washing machine charges:**  Min suggested that the actual cost of using the Washing Machines are minimal and for now, that the Body Corp will absorb this along with the Common House electricity. **Accepted**. Min reminded the group that there is no budget for replacing the washing machines. Rainer pointed out that these were on the original drawings and could therefore be considered as one of the items that any ‘left over funds’ could potentially be used for.

**g) Items held over from last meeting:**

**i)Update on proposal Conciliation Team** (Sander) – attached to the agenda 8th July; resent 21st July. Ie To amend appendix a) of the Cohousing agreement as circulated.

In view of the wider issues raised, such as someone strongly objecting to a decision taken at a meeting they were unable to attend, the Conciliation group agreed to take those opinions on board and bring this back to the next meeting. It was clear that no one wants a situation where one person can consistently hold up a decision taken by the group.

ii)Signs: update from Outreach group *- held over yet again.*

**iii) Checks for window leaks or any other window issues** ( Catherine / Project Managers) – this has been resolved.

*As it was 9.50pm by this time, there was no open forum. We did conclude with a 2nd Waiata practice, better than the first!*

**New business:**

**Next meeting date set: Thurs 12th August.**

**Chair; Gay Buckingham. note taker: Anna M if her cast is off by then.**