**Agenda for meeting of Toiora High Street Cohsouing**

**Thursday 1 October at 7.30pm**

at Numberworks, 90 Crawford St, Dunedin

or via Zoom

Meeting ID: 9016 25 9016 Password 25 25 25

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

*Chair and Notetaker*: Sue and Anne

*Apologies:*

*Appreciations:*

*7.45pm Tina Gillan, Rothbury Insurance*

1/ Body corp insurance – what does it cover? Why do we need regularly updated valuations?

2/ Public liability insurance – do we need it? Why do we need it? What does it cover?

3/ Contracts works insurance for later work on units – when do we need it? How big a project?

4/ Our current contracts works insurance finishes when the contract does – when the builders hand over the building. When does the body corp come into existence – at that point, or when we individually take possession (and UCOL ceases to exist)? What insurance cover do we (UCOL) need between the end of the build and settlement?

5/ What can we do on site and in our units in the period between end-of-build and settlement. Does work inside units (eg painting) have any insurance implications?

*8.15pm creating our timeline*

* insurance

               get quote

               change to Toiora house insurance after builders finish (payment?)

* electricity supplier

               prepare options (subgroup)

               select supplier (group)

               change supplier when builders finish? or when we settle?

* curb and angle parking

               drawings to DCC for approval

               approved drawings to S&W

               build S&W (Hall Brothers)

* fence openings for unit access (also needed for S&W site works)

               quote for concrete cutting

               remove fence panels and 1 x gate & post

               cut nib wall

* body corp

               approve body corp

* unit title

               cut nib wall for surveyor

               send approved body corp to surveyor

               house/unit numbers????

               ????

* appliances
* letterboxes

               design

               group approval

               build letterboxes

* quote for essential commercial kitchen
* 5 wall units (first half)

               2 x H-units; 3 x A-units

* Driveway
* Laundry finish inside and/or paint
* Washing lines
* Review and complete group agreement

*Any other matters needing to be discussed before next week*