

Meeting Minutes

Project Name: High Street Cohousing

Meeting Type: Site Meeting

Date: 15 March 2019

Time: 9:00am

Location: On Site

Attendees: Maria Callau, Tim Ross, Calvin Beel, Bill Lammers, Stefan Box

Item:	Details:	
1.	Apologies <ul style="list-style-type: none"> • Aaron Ritchie • Rainer Beneke 	
2.	Items from previous meeting <ul style="list-style-type: none"> • Storage for SIPS panels. Tent completed. \$10K approx. (majority in erection and dismantle). No other viable options available. Tent saves double handling of the SIPS panels from off-site storage. Expected to be required until July 19. Second load of panels are in port awaiting Fromance to release. • Further correspondence/discussion with Chorus. Nothing more to report. Maria to follow up. • No further concerns from the public or DCC (footpath). Nothing further to report. • Pricing received and CI issued for the amended reroofing scope to the common house. Confirmed. • CI has been issued for the change in roof cladding to the High and Alva Street units (.5 to .4). Confirmed. • Details of the steriliser to the common house have been provided. Any further details required? Information sufficient and item has been addressed • CI has been issued for the cladding to the guest rooms on the common house. Confirmed. 	Maria
3.	Health & Safety <ul style="list-style-type: none"> • Incident/accidents since last meeting – One notified to Stefan. Rob has investigation form underway. • Closing off 'loop' for accidents. Relayed that a close off action should be recorded against all incidents or accidents. Awaiting these. Rob will send through as above. • Any other immediate concerns. Nil 	Calvin Calvin

<p>4.</p>	<ul style="list-style-type: none"> • Tool box meeting notes being provided. Confirmed <p>Outstanding RFI's</p> <ul style="list-style-type: none"> • Appliances (particularly for M Units). Almost there. Tim and Rainer to finalise and issue. • Finishes schedule. Update on status. Has composite cladding been discounted? Flooring samples to be provided by Calvin. Tim still working on potions for the Larch cladding. 	<p>Tim</p> <p>Calvin/ Tim</p>
<p>5.</p>	<p>Others on site</p> <ul style="list-style-type: none"> • Changes in circumstances. Dennis doesn't call in very regularly any more. Not an issue. • Security concerns. None to report. 	
<p>6.</p>	<p>Electrical Infrastructure</p> <ul style="list-style-type: none"> • Any updates from the group regarding their discussions with Aurora (re price increase)? No movement on this yet. Group to nominate someone else to contact Aurora in Alex's absence. 	<p>PCG</p>
<p>7.</p>	<p>Engineering/Geotech issues</p> <ul style="list-style-type: none"> • Any issues with sediment control? None. • Any archaeological finds? None. Peter Petchey has been monitoring. • Update on completion date. Possibly two to three weeks (weather dependant). 	
<p>8.</p>	<p>Any other business</p> <ul style="list-style-type: none"> • Extension of time discussion coming up • Gable end to be done in iron. Maria ok to issue instruction for this. Stefan to issue. • Gas for kitchen in common house. Tim to review the best option for reticulating this. • Bath and toilet to M2. Calvin to source pricing for the owner's requirements (higher spec than others). • Windows for High Street are on the water. Common house to come. 	<p>Stefan</p> <p>Tim</p> <p>Calvin</p>
<p>9.</p>	<p>Next meeting date</p> <ul style="list-style-type: none"> • 28/3/19 	

Recorded By: Stefan Box

Distribution: Attendees