**Thursday 8th July 2021 at 7.30pm in Common House, Toiora High Street Cohousing**

**Chair and Notetaker**: Sander Zwanenburg & Marianne Quinn

**Present:** Karen Or, Kathy Denn ( correct? , Eroni Fitiau, Margaret Fitiau, Min Lee, Sara Ferrira, Maria Callau, Liz Wilson, Rainer Beneke, Susan Jack, Catherine Spencer, Jeffrey Robinson, Alex King, Juan Puricelli, Moira Thomson, Sandy Ross, Frances Ross, Tim Ross, Pauline Taylor, Claire Loftus.

**Apologies**:  Warren Hurley, Kristin Jack, Anna Maxwell ( *best wishes for your recovery, Anna!)*, Anthony Doesburg, Anne Thomson, Donald Shand, Miriam Frances, Jess Ross and Gay Buckingham.

**Appreciations**

**Admin group update** – Alex bought forward the proposal listed in the last report from the Admin group to the effect that ‘*everyone who moved in early pay two months Body Corp fees to account for the time people lived here before settlement’*. This would be a **‘service fee’** that would bring in some funds for the Body Corp that might assist us to complete some things that are outstanding.

Some commented that they moved in before settlement on the understanding that they would not be charged rent, and this feels like a change to that understanding. Min suggested that this payment could be ‘optional’. These funds would come to UCOL ( or the Body Corp?) and will be used for ‘whole project’ expenses.

Alex clarified that we have already all paid some weeks of Body Corp fees as part of our settlement through to the end of June.

**Action agreed**: Susan Jack suggested that this go back to the Admin group in the light of this discussion for an amended proposal and then bought back to the next meeting.

ii) Min gave notice that everyone will shortly be sent a bill for nine months of BodyCorp fees, taking them through to the end of the financial year March 2022. We can pay the whole amount or pay this monthly. This will cover the insurance for 2022 but we all still owe UCOL for the $40K it paid in advance to cover the insurance for 2021 year.

**PMG report:** A report came out from Anthony and Juan this morning, summarizing progressin remedying defects. Juan confirmed that Aaron of Stevenson and Williams reiterated that they are committed to putting right the outstanding defects. A mixed crew is required of plumbers, painters and electricians: they will most likely be here next week.

**BCG report:** Final invoice from Stevenson and Williams received today, along with the final invoice for private variations. The QS is reviewing this and it will then go to Nicola, our accountant. This means that the Bank can clarify the total amount of interest to be paid and the lawyers can furnish their final bill. At that point, it will be clear what funds are left over to be used for the completion of various parts of the project – eg kitchen, grounds/ vege garden etc. Min hopes that this information will be available within the next two weeks.

ii) Catherine queried the suggestion that shareholders might be reimbursed their share holding of $5K and noted that to allow this would cost something like $7500 in interest payments etc. In her view, this puts the company at risk; that the shareholding allowed the company to have funds to operate when it had no funds and is still needed for the project.

iii) The meeting was informed that the Companies office needs to be updated around the change of shareholders. This was supposed to happen within 10 days of the changes of ownership of Units and that date has passed….

**Action agreed**: Alex will ask Dennis, who has done this before, if he will do this again on our behalf. (Alex will send an email to Dennis with a copy to the Directors).

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

a)Spare set of keys for BC access when necessary. Some discussion around making these keys more secure and their role in an emergency. Juan agreed that this could be added to the list of tasks he and Anthony will manage, and Juan is willing to look after the keys in the interim. ( Two people have a strong memory of a white key box that was previously in the Common house, screwed to a wall: this would be an option if anyone knows where it is!)

b)Updating website including tab for sale/rent of units as previously agreed. This would normally be a function of the ‘Outreach group’. Tim suggested that we might consider engaging someone to specifically do this. **Action agreed**: Alex will ask Dennis, who was the last person to edit the website, if he is willing to add these functions to it.

c) Outreach group (induction days, official opening, neighbourhood days, media)- the group provided the following report, having met on Monday 5th July:

*The outreach group is planning an official opening on* ***Friday, July 30 from 2pm****. Ngāi Tahu will be invited to welcome attendees, who will include representatives of the city council, MPs, contractors and others who’ve played an integral part in the project.*

*We anticipate singing a waiata at the official opening, which will require some rehearsing by those willing to join in.*

*The group would like permission to spend a modest amount on catering for the Friday event and invites food contributions from cohousers for both occasions. The kitchen group’s help will be sought for getting cutlery and crockery ready.* **Action agreed**:The meeting supports the **expenditure of up to $200** towards this; members are also encouraged to bring a plate.

The meeting discussed a clear wish to have a celebration for the completion of the project and wished to include friends and family in this event. It was also suggested that Neighbours be included in the ‘official’ opening on the Friday, as they were to the sod turning, and if they wished, they could come back to a more informal event on another date and/ or to a shared meal at 6pm on the night of the ‘informal celebration’.

We also thanked the Outreach group for their work so far.

**New items:**

i)**The sauna** has been operating for two weeks now. Rainer explained that this is a Finnish sauna. ( Finland is known for having more saunas than cars).

The sauna is heated to 80 degrees. Rainer explained that people go in clean, sit on their own towel for 10 mins to really warm up, then rinse off in a cold shower or plunge pool, before sitting wrapped up while cooling down. After 15 mins or so, you can go back in and repeat this two more times. ( A deep sleep afterwards is almost guaranteed).

The air in the sauna is very dry. Part of the ritual is the sprinkling on of the ‘loli’ or birch oil, which gives instant heat and a beautiful smell. To Rainer, this is a sacred space; excellent for relaxation and de-stressing.

Rainer asks that people contact him the first time they want to use the sauna so he can talk them through how to work the sauna and answer any questions.

People will be charged $3 / sauna as that covers the cost of electricity for the whole session.

**ii) Making the best of the Ventilation system**: Tim/ Alex / various

Tim explained that each house has its own **heat recovery ventilation system**, meaning stale air is taken out from kitchens and bathrooms and this passes outside, warming the incoming fresh air which comes into living areas and bedrooms. **ie**There are no heating elements in the units; the heating comes from the exchange of air.

**NB**: If the outside air is warmer than your chosen temperature, the system will ‘dump’ warm air to maintain the set temperature. Ie check your setting. All units initially set on 20 degrees.

Tim explained that in their Unit, they are using a 2 kw oil column heater to maintain the temperature on days where there is no sun. Tim recommends using a heater as you will get a lot out of the heat that you add in.

**Fan settings**: most units set on **Medium**. Tim recommends if you are going to be away, fine to drop this to **Low**. On the other hand, if you have a group over, good to put it on **High.** ( Under **Settings**, there is something called ***‘Party’*** under Menu, which is the same as ‘**High’**).

**Temperature settings**: if you want it over 21 degrees, set the revised temperature so that the system is not ‘dumping’ heat over this amount.

Each Unit has a **copy of the instruction booklet** in many languages, eight pages of which is in English. If you can’t follow it, ask someone.

**Filter replacements**: These will start to come up soon. Tim buys these in bulk; they need to be replaced after approximately six months at a cost of $100 for the H Units (inc GST) and less for smaller units.

It is recommended to *vacuum the filters every two months* at least. Every two years, we need to clean the ducts.

**Charcoal filters for the rangehood** are available; we have all already paid for one set. These are supposed to remove smells; Fisher and Paykel recommends changing these every three months.

**NB:** Rainer reminded everyone to regularly **wash their main stove top filters** in the dishwasher approximately twice a week if you are cooking regularly.

**iii)Basketball hoop and backboard** (Sandy) – this has been ordered and will be installed on arrival. Sandy is covering the cost of this.

**iv) Kitchen painting working bee** (Kitchen group/ Jeffrey explained that he hopes to do two coats on this over this coming weekend. Volunteers welcome.

**v)Charges for the use of washing machines** ( Catherine). Min explained that the cost suggested covers the cost of electricity.

Min will put together a proposal around this.

***It being 9.35pm****, the following items were* ***held over till next time:***

***Update on proposal Conciliation Team*** *(Sander) – attached to the agenda*

***Signs****: update from Out reach group*

***Checks for window leaks or any other window issues*** *( Catherine / Project Managers)*

**Next meeting**: **thurs 22nd July**

**Chair**: Sara Ferriera **Note taker**: Marianne Q