*Our vision is to create an urban cohousing neighbourhood, which promotes social and environmental sustainability, based on respect and shared responsibilities:*

*· Through robust eco-design and layout establish a cohesive community, which fosters wellbeing, diversity and the right use of resources.*

*· Develop and foster a thriving living environment, which uses clear communication, decision-making and conflict resolution guidelines that promote tolerance, safety, respect and co-operation*

Draft Notes from UCOL meeting

**Thu 11 February 2021 7.30-9.30pm**

at Numberworks, 90 Crawford St, Dunedin

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| *Chair* | Donald | *Notetaker* | Jan |
| *Present* | Sander, Kathy, Alex, Anne, Miriam, Pauline, Catherine, Jeffery, Kristin, Anthony, Anna, Sandy, Frances, Min, Warren, Rainer, Marianne, Sara  Zoom: Jess, Claire, Ngaire, Dennis | | |
| *Apologies* | Juan&Maria, Sue T, Liz, Rosemarie&Maurice, Tim, Gay | | |
|  | Meeting started with explanation of the coloured cards and how they are used (5 mins) | | |
| *Appreciations* | Legal documents signed off today, ready to lodge unit title with LIMS (not sure of how long LIMS will take hopeful 5 March completion), Such a lot of work being done - often at short notice (2 mins) | | |

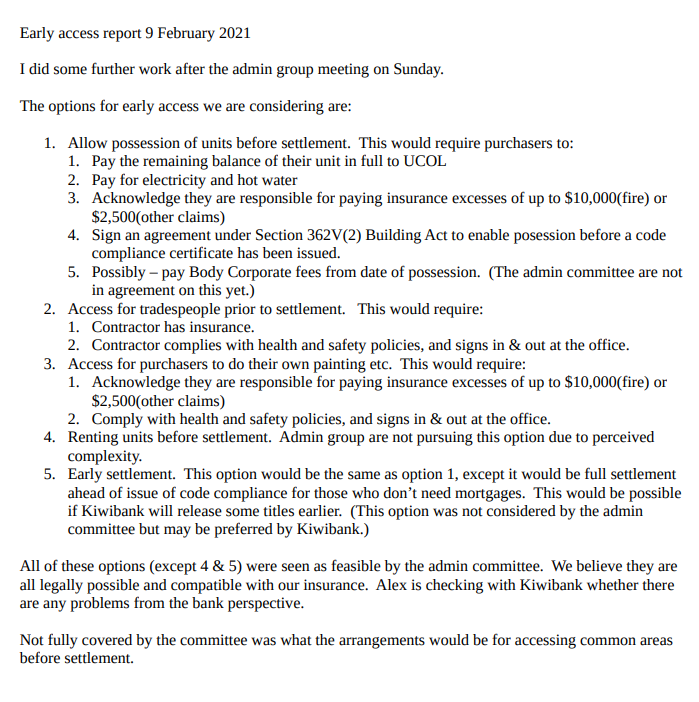
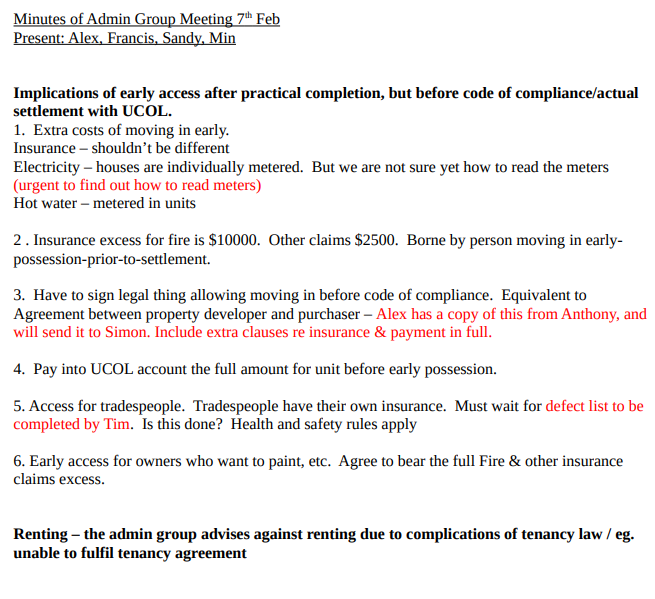
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| --- | --- |
| 2 mins | **Report from Admin group** (copy at end of these notes). Issues arising were relevant to early access so detailed included in next item: |
| 41 mins | **Early Access Report.**   Many of the points made in this report (copy at end of these notes) have been superseded by Stephan Edge’s responses. Lawyer advised that Stephen Edge (Kiwibank) “can call the shots” given the power he holds with mortgages.  *Option 1 Allow possession of units before settlement* Stephen Edge was very unhappy with this  *Option 2 Access for tradespeople* Not problematic  *Option 3 Access for purchasers to do own painting etc* Would require acknowledgement for responsibility of insurance. Grey area as to whether Kiwibank could stop us doing that.  *Option 4 Renting units before settlement.* Admin group will not pursue this because of the complexities and admin work involved. involved. If individual wants this option they are welcome to research further, and bring findings back to the group, but Stephen Edge has already indicated he is likely to refuse to let us do this.  Things will be much simpler if we move in upon settlement! It would be helpful to know what people’s needs are so that admin group can gauge how important it is to spend more time and energy on seeking early access.  It is possible that there will not be a huge time between completion and access – but so hard to know:   * The Certificate of Practical Completion is what Stefan (project manager) issues to S&W to indicate that the construction is complete and they are due their final payment. This marks the point where we take over insurance and management of the site (keys for units put into office in common house etc). This will not be issued by Stefan until Tim has completed the Defects Report. Tim was working onsite today on this. He has completed the internal inspections for all High Street units and is still working on Alva. Any defects identified need to be remedied before Stefan will issue Certificate of Practical Completion. * The Code of Compliance is issued by DCC within 20 working days of our application, but we are hopeful that it will be less than a week. Internal inspections have already been completed by DCC for the new build part of the project. Tim will arrange to get them back to do their inspection of the outside. * Unit Title is issued by LIMS and there is no set time limit for that. We have an estimate of two-three weeks, but not certainty. This has been started (see appreciations). Until this has been done, individual units do not have an address, so can’t organise internet, mail redirection etc until unit title is issued.   At last week’s meeting, PCG were unable to get a commitment for finish date from S&W. The work still needed to be done by S&W or their subcontractors includes: M3 unit floors and other bits and pieces in M units, need to pour concrete for two patios, site works need to do the site outside M3, currently working on our main carparking area. Kerb work has stopped because of difficulties and that still needs to be finished. When we asked them to do extra things (like dirt and paths) for the siteworks, they indicated that they will be seeking an extension – another week or more on their timeline.  PCG will seek more information on the S&W timeline at their next meeting on Tuesday 16 Feb. Frances will take notes and email them to the full group (as usual).  GANTT chart report received each PCG to show the construction timeline progress, but there is little point in us creating our own GANTT because we have just these three critical things that need doing and the people responsible for each of these things and the people responsible won’t give us hard information that we could input. At this stage, Rainer’s best guess is they will not be finished before the end of February, so settlement mid-March.  Stefan’s role is critical – PCG to request a indication of the settlement date when they meet with him on Tuesday.  In response to Kiwibank (and other) requests for a date the suggestion was made that 15 March is the earliest we think would be possible to settle. Banks requesting settlement day to enable them to get their paperwork in order, so perhaps best to suggest an earlier date (8 or 12th of March) because it will ensure they are ready to settle when we do get the actual settlement date which will almost certainly be later.  If you wish/need early access PLEASE email Marianne with details that can be added to the chart ...if you what access, what you want access for and whether it is for you or for professionals to carry out work*. Important that we distinguish between needs and wants!*  Professional contractors arranging access with S&W and getting in to do work: 25 Feb McKenzie and Willis will be hanging curtains. Wardrobe going into Miriam and Donald’s unit tomorrow.  Alex doing what he can to ensure that internet access will be available when we move in (sometimes delayed with a new build). We need titles to get addresses, but Chorus already have us in one of their two databases. Each unit is cabled, with access at the same place as your TV cable.  Warren advised that to ensure your personal contents insurance is continuous; it is simply a matter of alerting your insurance company that you are moving and giving them the new address along with the time period over which you will have items in both places. |
| 30 mins | **Community Agreement**  Warren chaired discussion as we progressed to version 4.3.  To be continued. |
| 2 mins | **Progress on Mortgages.**  Stephen Edge told Maria that she should have her documentation tomorrow. Sara received email from Kiwibank retail contact saying that she has been approved - subject to conditions and paperwork going to be sent. Sander&Karen's bank is awaiting title document and insurance before they can issue paperwork. |
| 9 min | **Garden Group:** Vegetable edible garden group had initial meeting and site visit. Looks like space is sufficient. Edible group will meet again soon and provide a written update.  Garden group decided there will be a nursery to ensure that anyone who has a favourite trees or shrub can bring it with them would (ideally in a pot). If necessary, the plant can be put in the ground in the nursery area to be kept alive for 6 months or so until we know where we will put them.  Jess to be added to garden group chat since she is advocating for children’s playground. Space allocated but nothing built yet – plan is for structures that can be moved out/changed rather than permanent structures. Tim is planning to donate a trampoline to be installed at ground level.  The front gardens for High and Alva streets are now finished in terms of S&W’s obligation for preparation. People should be thinking about and planning for what they wish to put in: grass seed, hedge, edible plantings etc. Concrete still has to be poured in the doorways by S&W but individuals will be responsible for paving/paths from footpath to the concrete poured by S&W.  It is anticipated that at least two wheelbarrows will be needed for Toiora – donations gratefully received! |
| 2 min | **Insurance update was circulated earlier.** NZI have confirmed they cannot reduce the excess, it does stand at $2500 increasing to $10,000 for Fire.  Tina requested information about occupation and an overview of what the private owners may be doing to their individual units e.g painting/carpeting. Marianne’s chart should provide this info once everyone has updated her. |
| 4 mins | **Maria’s design for letterboxes** got lots of orange cards waving. Please go ahead with getting quotes. |
| 12 mins | **Associate Membership.** Discussion about the distinction (which we often blur in our current meetings) between Toiora High Street Cohousing Group and UCOL which is the company creating Toiora. Potentially the issue will continue after UCOL dissolves because we will still have the distinction between Body Corp and Toiora High Street Cohousing Group to deal with.  Discussion on the rights and responsibilities of associate members of Toiora High Street Cohousing group unresolved due to time constraints. Viewpoints and comments by individuals included:   * When we move in Body Corp meetings should be separate and rare. Toiora High Street Cohousing will meet frequently but Body Corp will only be once a year. * Separating out Body Corp and Toiora High Street Cohousing meetings is not desirable and not practical when Body Corp Rules say that if 75% of the people are present the rules can be changed. * When we started we wanted as many people to be part of the group as possible to fill up our cohousing units. Now our cohousing units are full we have no need/wish to encourage others to join our group. * Our cohousing Community Agreement is written by/for us and the Group is essentially complete. It should only grow by our invitation. We do not wish to have anyone come to our meetings without an invitation. * Anyone can speak and everyone’s contribution should be welcome at meetings. We benefit from many viewpoints. * The right to speak in meetings should be members only – whether that be UCOL group or Toiora High Street Cohousing – so we need to be clear about which group is meeting * Non-shareholders at our meetings have always used their cards appropriately – showing them when pertinent and abstaining from showing them when it was a minute specific for shareholders with a financial interest. * Rosemarie and Maurice are a special case since they are neighbours onsite as well as being involved from the start. They should therefore be invited to be Toiora High Street Cohousing members (rather than associates). * With the completion of construction imminent this is the wrong time to be discussing membership/associate membership because there is not much that can usefully be contributed by non-shareholders at the moment. It is premature to discuss inclusion of those who have not signed up for the financial commitment of this project. * Financial implications for neighbours if they became full Toiora Cohousing Members – requirement to pay body corp fees. * Expectation that associate members will contribute to running of common facilities through a financial contribution. * Can body corp fees be split so that contribution towards costs for common areas is separated off from maintenance of residences? |
|  | **Next meeting will be on 25 Feb** Donald/Jeffrey as Chair/Notetaker  To be held at the Centre for Sustainabilityand via Zoom - MeetingID: 9016 25 9016   Password 25 25 25 <https://otago.zoom.us/j/9016259016?pwd=ZGZQRnM2L2tsai90eENKRExQUEtJQT09>  Meeting closed at 9.30pm |

**Moved to next meeting’s agenda**

* Rental and Resale Pod Catherine/Jan
* Open Day/Garage Sale Jan/Juan

**Reports that follow:**

* Admin Group Meeting
* Early Access Report
* Kitchen Group



Kitchen Group Meeting

8 February, 7.30, at Anne’s house

Present: Anne, Ngaire, Sander, Liz, Jeffrey, Frances

1. CH kitchen master list of items needed. Anne circulated a list from a Cohousing group in Washington, USA, which comprised 23 households. The list was comprehensive and Liz will circulate it with one or two additions to see if people can contribute to it. We realise that some have already indicated what they have surplus on a spread sheet but because this has actual items, it might attract more donations.
2. Sourcing tables (folding trestle style and a few round ones, collapsible if possible) and 50 chairs (stackable or collapsible). Jeffrey will check prices and availability locally (Bunnings was suggested) and on Trademe.
3. Frequency and time of meeting. At least 2 people are keen for us to meet on regular dates of the month. Two patterns were suggested:

Pattern 1

Dates

4 8 12 16 20 24 28 (7 days per month)

There would be two times of meals, 6 pm and 7.30 pm to accommodate families with very young children and those with a culture of eating later. Early meals would be on those dates divisible by 8: 8th, 16th, 24th

Pattern 2

Dates

3 6 9 12 15 18 21 24 27 30

(10 days per month)

Early meals would be on the dates divisible by 6: 6th, 12th, 18th, 24th, 30th

1. Allergies and special dietary requirements. Ngairie will check with Min to see what has been noted already. We would expect all cooking teams to cater for special requirements but they would need good guidance.
2. Associate members and their desire to be part of our shared meals. Frances will check with Rosemarie and Warren to see what they would like to do.

Next meeting: Wednesday, 24 February, 7.30 at Anne’s