

# **RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2019/2020**

## **THE MALTINGS RESIDENTS ASSN. LTD.**

### **Minutes of Board Meeting held at 630pm on 2<sup>nd</sup> July 2019**

Present: GA, WC, SD, RL, VO. Apologies for absence: GV

**1. Matters Arising:** VO reported that the wording of the amenity land lease had now been agreed and VO expected the matter to be finalised before the next meeting. VO confirmed that terrorism cover had been included in the renewal of the flats buildings insurance as agreed at the last meeting. SD confirmed works were now proceeding to repair and renew the estate paving including agreed extra works and the removal of tree roots to prevent newly laid paving stones being damaged and dislodged. SD reported the missing drop stop to the gates had been replaced and the gates repaired by the contractor at no charge. SD reported that the two faulty sensor lights had been repaired as had cracks in the boundary wall. VO confirmed that the minutes of the last meeting had been duly circulated ahead of the meeting and this policy would continue as agreed. Finally, in matters arising, VO confirmed that written agreement had been sent to the hybrid owner regarding all the proposed works to his property, except for a flue aperture through the roof as agreed at the last meeting.

**2. Financial Report:** VO reported that all service charges had been paid for the period 01/04/19 to 30/09/19, except one which had been followed up. VO circulated to the meeting an annual estimated forecast of expenditure and income for 2019/20 together with the positions of all the bank accounts. VO confirmed that the projected expenditure was on track for the first two quarters.

**3. Estate Management:** SD reported on recent estate activity and expenditure: Curzon Court had needed a new alarm system upgrade, all now complete and compliant. As agreed, extra light sensors had been installed to better light the estate roads on the Fulmead Street side of the estate. The meeting agreed this was an improvement. The long-standing fault to the lamppost at the end of 1-14 had now been rectified, using a platform to gain safe access as required under new regulations. SD reported that there had been a complaint from a property owner over a visitor's vehicle being ticketed by the parking control contractor but it had been resolved as the owner had accepted that the visitor's vehicle was not parked in the property's bay. RL asked and SD confirmed that the parking control contractor made random rounds of the estate to ensure the estate roads were unobstructed. SD reported that the gatehouse's window boxes had been redone and trees had been replanted where diseased ones had been removed. SD reported that CCTV footage had been given to the police identifying two individuals causing criminal damage on the estate. Finally, SD reported that all the parking signs had been completed on the estate and yellow lines repainted. The meeting agreed that the estate gardens, caretaking and flats common parts cleaning were being well maintained.

**4. Any Other Business:** A discussion followed on whether to introduce extra security measures on the estate, restricting access through to the two pedestrian gates in particular. SD to get quotes for various options and VO to write to shareholders for feedback on the issue (SD/VO to action).

**5. Date of Next Meeting:** The date of the next meeting was scheduled for Wednesday, November 6<sup>th</sup> at 6.30pm. RL was thanked for hosting the meeting which ended at 8.10pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 6<sup>th</sup> November 2019

Present: GA, WC, RL, VO, GV. Apologies for absence: SD

1. Matters Arising: VO reported that the amenity land lease had been signed by GA and VO and was now awaiting the lessor's signature to finalise. Following positive feedback from shareholders to undertake the work, the meeting approved the quote for a press button in and out security access code system entry for both pedestrian gates (£5400.00) (SD/VO to action).

2. Financial Report: VO reported that all service charges had been paid for the period 01/10/19 to 31/03/20, except 14, to be followed up in due course. VO circulated to the meeting financial projections for 2019/20 and current and sinking fund bank account balances. VO confirmed that the projected expenditure was on track for the first three quarters. The audited accounts for 2018/19, having been previously circulated, were duly approved by the meeting and signed (VO to action).

3. Estate Management: VO reported on SD's behalf that all pavement works, including necessary root removal, had been completed throughout the estate. The meeting agreed that the cost of re-pointing the garden-side ground floor flats' paving (£1528.93) should be recharged to the flats service charges. VO reported two escapes of water in Carlyle Court. One from flat 42 damaging flats 36, 38 and 40 which the owner had accepted liability for and one from 37 damaging flat 35, for which a buildings insurance claim has been made with the owner of 37 agreeing to pay the £1500.00 insurance excess. VO further reported a TV fault to hybrids 61-67 had been repaired (£272.73). There had been an urgent roof repair (flats only) to lead flashing which had come loose on Nightingale Court requiring scaffolding to access (£2547.14). A blocked estate drain had been cleared (£490.00) and graffiti had been removed from the boundary wall. SD's quote for £2016.00 was approved to jet flush all the foul stacks in the six blocks of flats (SD to action). The meeting also agreed to a Sky Q upgrade of 50% of the estate (£2304.00) (SD to action) and finally it was agreed to undertake an updated fire risk assessment and asbestos survey (flats only) (VO to action).

4. Any Other Business: New fire safety recommendations (flats only) were discussed including the new responsibility of estate/flats managers to not only comply with the requirements for fire safety in the common parts areas but also to ensure that individual flats' front doors were fire safety compliant and all fitted with self-closers (SD to get quotes). GA and GV asked about controls of internal modifications made by owners to their properties. VO reported that the leases outlined the limitations, including the fact that no structural modifications could be made internally to any of the walls and doors and all internal works needed to be submitted to the MRA for prior approval. All replacement windows had to externally match those of the other properties (Rehau PVC in mahogany). GA agreed to produce a guideline for internal alterations (GA to action). GA reported that one of the bin store doors needed re-hanging (SD to action). The meeting approved Christmas bonuses for the caretakers, cleaner and gardener per last year.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 26<sup>th</sup> February 2020 at 6.30pm. RL was thanked for hosting the meeting which ended at 8.10pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 26<sup>th</sup> February 2020

Present: GA, WC, SD, RL, VO. Apologies for absence: GV.

1. Matters Arising: VO reported that all matters arising had been completed. GA circulated a suggested guidelines documents for contractors undertaking internal works to properties (all to action). SA presented a quote for flats door self-closers, which the meeting agreed, to be circulated with service charges (VO to action).

2. Financial Report: VO reported that all service charges had been paid for the period 01/10/19 to 31/03/20, except one, awaiting probate settlement. VO confirmed the audited accounts for 2018/19 had been filed. VO circulated to the meeting financial projections for 2019/20 and current and sinking fund bank account balances together with annual projections for 2020/21. VO reported that bi-annual service charges to be issued on 1/4/20 would be based on these projections which the meeting agreed. VO confirmed that the flats buildings insurance renewal for 1/4/20 to 31/3/21 would increase by less than 1% as it was fixed for a two-year term. The meeting agreed that the policy should continue to include terrorism cover (VO to action).

3. Estate Management: Based on the detailed specification for these works, SD presented three quotes for the flats outside decorations, due to begin 2020 under the terms of the leases. The meeting agreed that the two lowest quotes (£55,500 and £57,000) should be proposed in the Section 20 notice to the flat owners (VO to action). SD reported a fault had been reported affecting the reception of TV to properties 1-14 (SD to action). SD reported the flats emergency lighting tests were due (SD to action). SD reported all fire extinguishers and fire alarm systems in the flats had passed the H&S checks. The meeting agreed that extra lighting was needed over the Bagleys Lane pedestrian gate to better see the entry code pad (SD to action). SD reported that all lampposts had been re-fitted to allow for brighter lighting as agreed. SD reported the Fulmead Street gates had been damaged, now repaired. New instructions signs had been affixed to both new pedestrian gate entry systems as agreed. Lighting repairs had been undertaken in both Tennyson and Carlyle Court.

4. Any Other Business: RL proposed and the meeting agreed for SD to get quotes for extra street lighting along 1-14 as it was dark compared to other areas on the estate (SD to action). GA proposed and the meeting agreed that trees needed trimming back around lampposts to allow for maximum lighting (SD to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 1<sup>st</sup> July 2020 at 6.30pm. RL was thanked for hosting the meeting which ended at 8.15pm.