

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2011/12

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 6th July 2011

Present: SD, RL, VO, GV – Apologies for Absence: WC

1. Matters Arising: All matters arising from the last meeting (09/03/11) had been attended to except two: Firstly, VO reported that she had still not received a formal notice of transfer of the freehold from the Kaura family. VO to action. Secondly, GV confirmed his agreement to the decision at the last meeting to increase VO and SD's annual remuneration.

2. Financial Report: VO reported that all service charges/insurance had been paid for the first half year, except one flat which was the subject of legal action. VO reported that spending for the first quarter was on budget. VO reported that with a switch to online banking, future payment of service charges by direct payment to the Association's bank rather than payment by cheque would be much easier for everyone who wanted to do this.

3. Estate Management: SD reported on recent expenditure and estate management issues: There had been a locksmith call out to Wellington Court for a replacement lock and full set of replacement keys. Fire caps had now been fitted in the lofts to all top floor flats where spotlights had been fitted in the ceilings (at flat owners expense). Bollards on pavement fronting 1-14 had been completed together with paving stone repairs. SD reminded house owners that their front gardens were not the responsibility of the estate gardeners but up to owners to attend to.

4. Any Other Business: A discussion followed on whether the clamping signs at the entrance to both sets of gates were clear. The meeting agreed that it would be better if the signs said 'vehicles' rather than 'visitors' as a tenant had complained to the association that his car should not have been clamped parked on the yellow lines because he was a resident and the signs referred to 'visitors' not being able to park on the estate.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 9th November 2011.

The committee thanked their Chairman for hosting the meeting which ended at 8.00pm.

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Minutes of Board Meeting held at 7pm on 9th November 2011

Present: SD, RL, VO, GV

1. Matters Arising: All matters arising from last meeting had been attended to.
 2. Financial Report: VO circulated the audited accounts for the financial year 2010/11 and these, being approved, were duly signed. VO reported that service charges were coming in steadily and everything was on budget. It was hoped that an extra contribution could be made to the flats sinking fund at year end to beef up the fund as it would be depleted next year by the cost of external and internal decorations.
 3. Estate Management: SD reported on recent expenditure and estate management issues: The improvements to the gardens had been completed. The repainting of white lines to delineate parking spaces was in hand. The brick wall alongside to the entrance of Shaftesbury Court was being replaced with a bollard and chain per the other blocks. The original underground digital TV system for 1-14 and 61-66 had failed and was being replaced. Houses and hybrids had mostly completed external redecorations to match the rest of the estate, except 62 which was dark green. VO to action. SD to get estimates for replacement carpets for flats and for rodent control of common parts. SD to action.
 4. Any Other Business: The meeting agreed to the same Christmas bonuses to the caretakers, cleaner, regular postman and gardener as last year.
- VO reported receipt of a letter from Tansu Dimli thought to be a former tenant of Maltings Place requesting payment of £369.40 'following a judgment entered by Northampton County Court against Maltings Residents Association Ltd., regarding claim no. 1QZ13634'. VO confirmed that the Association had not received any court summons and that she had no intention of sending any payment. A discussion followed on whether to seek legal advice and whether any reply was merited. GV said that he was happy to consult his solicitor at no charge to the Association.
5. Date of Next Meeting: the date of the next meeting was scheduled for Wednesday 22nd February 2012.

The committee thanked their Chairman for hosting the meeting which ended at 8pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 22nd February 2012

Present: WC, SD, RL, VO

1. Matters Arising: SD presented quotes for new carpets for the flats common parts corridors and stairs and the one for £4460 (+VAT) was approved and a sample colour was agreed. Also agreed was the lowest quote for exterior flats decorations at £16,780.00. Work scheduled to begin mid April. SD reported that she would suggest to any house and hybrid owner who had not yet done their exterior woodwork, to get a quote while the decorators were on site and negotiate with them directly. VO suggested, and the meeting agreed, that when the contractors were on site, the hybrid's woodwork which had been stained a different colour from the uniform colour required in the lease, could be made good.

Per a flat owner's request, SD presented quotes for pest control, the cheapest being an annual charge of £900.00 (+VAT). However, the contractors were not proposing to do anything more than the caretaker already does, which is put poison in common parts electric cupboards at regular intervals, so the meeting agreed that this was an unnecessary additional cost for the flats.

VO reported that she had heard nothing further from Tansu Dimli's claim of 4/11/11 that the Association owed him money.

2. Financial Report: VO reported that all interim service charges sent on 1st October had been paid. VO reported that it was expected that year 2011/12 actual service charges would again be close to the amounts already requested on account, including contributions to the three sinking funds. VO reported that the new buildings insurance premium for the flats 2012/2013 was not yet known but with two large claims due to escape of water and a third one to be submitted shortly, VO suggested that it is inevitable that the premium would increase and also that there would be no chance of a reduction of the escape of water excess of £1000.00 due to the association's claims history.

3. Estate Management: SD reported on recent expenditure and estate management issues: New trip switches had been installed in the blocks of flats and various intercom malfunctions attended to. Fulmead Street gates had been repaired. A broken electric junction box located in the main bin shed had been repaired as well as a burst pipe under the footpath running between Wellington and Carlyle Court.

SD reported there had also been a drain blockage under the estate roads in front of hybrids 71 – 74 but this was found to be due to poor workmanship by Thames Water's contractors when they dug up the estate road to locate a burst pipe in December 2010. SD was on Thames Water's case to rectify.

SD reported that prams were still being left in common parts hallways and entranceways against the express conditions of the buildings insurance conditions as they were a real hazard in case of an evacuation due to fire.

SD reported interior damage to two flats because of condensation. SD asked for VO to minute (again) that this did not give rise to an insurance claim to meet the cost of repairs as in both cases the Elvacco ventilation system had been switched off/not maintained which was the cause of the problem. Flat owners, particularly if the property was tenanted, were reminded to ensure the system was kept on and serviced annually to stop any build-up of condensation.

SD reported that a key and instructions to open the Fulmead Street gate had been affixed so that in the case of a power cut the gates can be opened manually so vehicles can leave the estate.

4. Any Other Business: Following a request, the meeting discussed whether the Fulmead Street gates should always remain closed. The meeting agreed that this was not practical as although there was very little business traffic now to the hybrids, there was nonetheless a steady stream of tradesmen during the day as well as the refuse collections. The meeting agreed that having the gates shut would inevitably lead to increased repair costs which had been reduced in recent years by having the gates open during the day.

5. Date of Next Meeting: This was scheduled for Wednesday 12th July 2012. RL was thanked for hosting the meeting which ended at 8.10pm.