

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2009/2010

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 24th June 2009

Present: WC, SD, RL and VO - Apologies for Absence: GL, GV*

1. Matters Arising: VO reported that after lengthy and expensive legal proceedings against 20 Maltings Place, all overdue service charges and all associated legal costs had now been paid for this property which solved the Association's cash flow problems at a stroke. VO reported that the owner of 3 Maltings Place had kindly responded to residents' and the Association's requests and the large 'Skip It' vehicles were no longer being parked on the estate roads. SD reported that the paving stone repairs had now been done.

2. Financial Report: VO reported that all April 1 service charges had been paid, except one, which was expected by the end of the month. A discussion on the sinking funds followed and the meeting agreed that, given the age of the estate, all three funds needed boosting, particularly the flats. VO reported that this could be achieved for 2009/10, on the basis that there were no unexpectedly large outlays during the year.

3. Estate Management: SD reported on numerous repairs which had been undertaken to the blocks of flats. The meeting approved the quote for £4530.00 to replace the roof Velux windows, which had worn out and urgently need repairing as they formed part of the fire alarm system for two blocks of flats.

SD reported that LBH&F had warned the estate that we would be fined if the recycling bins contained the wrong refuse. The meeting agreed that there was not much the Association could do beyond the signs already up on the communal bins saying 'recycling only' and the meeting agreed that any fines would be resisted on the basis that it was unlikely that neighbouring Council-owned estates were penalised in this way.

The meeting approved SD's proposal to cut back the tree branches outside 70 Maltings Place as the foliage was affecting the light sensor.

SD reported that mouse poison had been put out in flats common parts which is much as the Association is permitted to do as any infestation within individual flats is down to the owners to deal with/pay for.

SD asked for it to be noted in the minutes - with a request for owners to tell their tenants - that it was against the terms of everyone's leases to park commercial vehicles in the private parking bays overnight and that no aerials (beyond the communal ones) were permitted on any outside building wall. Also, as there has been a minor fire in one of the flats, to make sure the electric heaters were never covered. RL agreed to add the last item to the website.

The meeting approved the replacement of the entryphone plate on Shaftesbury Court which has worn out and for the other blocks' plates to be replaced as and when

needed. The meeting approved the cost of new security lights for the Fulmead Street entrance.

5. Any Other Business: The meeting approved the garden contractors' request for an increase of three per cent to their monthly maintenance charge. SD reported continuing complaints about the poor state of upkeep of the private parking bay behind 65 Maltings Place. VO reported that the owner had promised to clear the area soon. VO showed the meeting a letter from four hybrid owners regarding the cutting back of the creeper on the side wall of 60 Maltings Place and her reply. SD confirmed that the cost had not been met by the Association. The meeting agreed to the request for trellis along the top of the wall between Maltings Place and the Tallina Centre to shield the untidy view. SD to get quotes.

6. Date of Next Meeting: The next meeting was scheduled for Wednesday 11th November 2009.

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

*Initials of directors will be used from now on for privacy reasons as anyone can access website.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 11th November 2009

Present: SD, RL, VO and GV. Apologies for Absence: WC.

1. Matters Arising: The meeting thanked SD for paying tribute to GL on everyone's behalf at his funeral on 30th August. The meeting agreed that he would be sorely missed.

The Meeting agreed to SD's quote of £1281.41 for trellis to go up the length of the wall between Maltings Place and the Tallina Centre.

The owner of 65 Maltings Place had still not cleared his parking bay of unsightly rubbish despite repeated requests in response to complaints. The meeting agreed that VO should try one last time before beginning formal action to remedy this situation as 65's inaction was in contravention of his lease.

2. Financial Report: VO gave the meeting copies of the audited accounts for 2008/09 and these were approved by the meeting and duly signed by the Chairman and Company Secretary.

3. Estate Management: SD reported that internal flats common parts decorations needed to be done in 2010, and she would get three quotes for approval at the next meeting as well as quotes to clean the carpets.

SD reported that the refuse collectors had admitted responsibility for knocking down the entrance walls to all the blocks of flats as they pulled out the bins on a particularly heavy-handed collection day. The meeting agreed that replacing the walls would not solve a possible repeat performance and also that the walls frequently needed repairing so it would be better for the walls to be replaced by bollards/chains to stop people falling into the entrance wells as well as being better able to withstand the refuse collection. SD reported that she had negotiated with LBF&H to contribute £2000.00 towards the cost.

The meeting approved a quote to upgrade the communal TV to digital of £300.00 and for repairs to estate boundary walls of £2476.13. SD reported an upsurge of call outs for gate repairs. The meeting agreed to change the closing times from 4pm (from 5pm) until 8am. The meeting agreed to the same total for Christmas bonuses as last year divided between the caretaker, cleaner, P. Coates and the regular postman.

SD reported that Elvaco, the company who used to service flat owners' heating/air vent systems were no longer doing this, although spare parts were still available through them, tel. no. 020 8393 9099. Any qualified electrician can service the units and this was desirable on an annual basis.

SD asked for another reminder to owners/tenants that rubbish put alongside bins, rather than in them, was attracting vermin. The meeting agreed to the clearing out of the bed in front of Carlyle Court to deter the foxes. SD's quote for repairs to parking bay signs (£220.90) was approved.

5. Any Other Business: Various planning notices had been sent to Maltings Place properties regarding proposed works on Imperial Road, but not to each and every household. The meeting agreed that it was up to individual property owners to respond to these proposals and it was not part of the Association's brief to make any representations on behalf of everyone as not everyone might agree.

6. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 10th March 2010.

The committee thanked their Chairman for hosting the meeting which ended at 8.10pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting at 7pm on 10th March 2010

Present: WC, SD, RL, VO and GV

1. Matters Arising: VO confirmed that monies had not yet been received from LBH&F for the bollards, but it was hoped this would happen before the end of the financial year. SD presented three quotes for the flats inside decorations and the lowest was approved at £5680.00. The work would begin in April 2010. The meeting also agreed the quote for carpet cleaning at £730.50, which would be done asap and approved the plans for clearing out the bed opposite Carlyle Court to make it a less attractive home for foxes. The meeting agreed that formal action was now needed to get the owner of 65 Maltings Place to clear his parking area. VO to action.

2. Financial Report: VO reported that the premium for buildings insurance for the 44 flats had gone up £255 to £10,205. VO reported that it had been possible to increase the sinking fund contributions as planned for 2009/10 to boost the flats funds in particular to allow for inside decorations this year and outside decorations in 2012, as required under the leases. VO reported that she was planning to request the same amount of service charges for the first half of 2010/11 with a reassessment in September in light of expenditure for the first six months. VO reported that the Association's accountant Francis Lee was no longer doing audits. The meeting agreed to use an associate of his for the next audit, subject to his charges being no higher than Mr Lee's.

3. Estate Management: SD reported that LBH&F had agreed to replace all the old metal rubbish bins on the estate free of charge. SD proposed, and the meeting agreed, to extend the paving at the back of the blocks of flats as the grass was not growing and it looked shabby. SD to get quotes. SD reported on an increase in call-outs for the clampers and urged all property owners who rented out their properties to tell their tenants/visitors which parking bay went with the property and to also warn them that vehicles are clamped if parked on the estate roads. The meeting agreed that Tom Cressman's memorial garden area needed the gardeners' attention, SD to action. SD proposed, and the meeting agreed, to a quote from the gate contractors, to update the opening/closing mechanism on both sets of gates in line with EU standards.

4. Any Other Business: RL agreed to add items to the website regarding lease restrictions on hanging washing in windows, which there had been complaints about. VO showed the meeting a request for internal works from 13 and 32 Maltings Place together with replies. VO proposed and the meeting agreed that it would be a photocopying saving if minutes of the meetings were put up on the website. VO and RL to action.

5. Date of Next Meeting: 30th June 2010. The meeting ended at 8.00pm, with thanks to host.