

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2013/14

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 11th July 2013

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

1. Matters Arising: VO reported that probate had still not be granted for a deceased lessee but the solicitors for the estate were now exploring ways of borrowing against the deceased's Maltings Place flat so the considerable build up of service charges could be discharged. VO reported that this service charge shortfall was causing cashflow problems for the Association and that settlement was being pursued. SD reported that urgent repair work to replace felt under the roof tiles of the six blocks of flats had been completed. SD also reported that the new motor required for the Fulmead Street gates had been installed and repairs to the boundary wall had been completed. RL requested wording for the website updates. VO/RL to action.

2. Financial Report: VO reported that all service charges/insurance had been paid for the first half year, except the flat detailed above and the accounts for 2012/13 had been given to the accountants for auditing. VO reported and the meeting agreed to the estate gardeners' requested monthly maintenance charge increase of 3%. VO also reported on new regulations governing managing agents, as helpfully supplied by one of the estate's shareholders with experience in these matters. Despite the ever-increasing complexity involved and it being the recommendation of the Association's solicitors, all present agreed to resist the option of appointing costly managing agents to collect service charges/manage the estate. For as long as practical, all present agreed to continue their long-standing commitment to self-manage the estate on behalf of their fellow shareholders.

3. Estate Management: SD reported on recent expenditure and estate management issues: The meeting approved the lowest quote of £1260 to repaint both sets of gates and all the estate lampposts. SD reported that required EU fire extinguisher signs in the six blocks of flats had been put up. SD reported that the blocked drain between 68 and 74 was due to plastic bags being put down it, but the drain was now clear. SD reported that the tree surgeon recommended felling four trees in front of 10-14 (approved by LBHF) as they were diseased. A discussion followed and the meeting agreed to go ahead and remove these trees at a cost of £660 and the meeting also agreed to put new planting in their place. SD to action. SD also reported on fencing repairs, repairs to the collapsed manhole cover in front of the Fulmead Street gates and a call out repair to the flats for a faulty intercom connection.

SD reported on continued repairs to the numerous estate bollards, installed to protect pedestrians, pavements, and Shaftesbury Court's canopy but regularly being struck and damaged by vehicles, the latest repairs costing £564.80. SD reported that this cost was only for the estate's bollards, not for damage to drop-down bollards in individual parking bays, as any repairs to these were met directly by their owners. VO requested that if anyone witnessed a vehicle causing damage to the estate, to keep details of the incident as, in the past, the Association has been able to recoup costs, particularly by damage caused by commercial vehicles. The meeting also agreed to a new sign regarding dogs in the communal area. SD to action and request permission from the owner of 61 to affix the sign to his property wall. Finally, SD presented quotes for the replacement in all six blocks of flats of

the current time-lag light switches with energy saving wall-mounted sensors. WC thought this would be a great improvement to the lighting and prove very cost efficient. VO requested the work be undertaken after the request for October service charges and RL suggested that one block should be rewired first as a test run before undertaking the work to the other five, which the meeting agreed to.

4. Any Other Business: The meeting agreed to add to the website that any property owner sub-letting must sublet with a lease that exactly mirrors their own lease and to particularly include clauses that the estate has the most problems with: no pets, no articles left anywhere in common parts areas (flats only), noise issues, no washing hanging out, one-vehicle (not commercial) parking only in privately-owned bay, no individual aerials/satellite dishes, no bicycles, motorbikes, outdoor furniture, plant tubs or barbecues anywhere on the common parts areas nor on any of the pavements (a condition of the estate's insurance) and bicycles only in designated parking areas, all the most common complaints requiring attention. VO to action with RL.

WC proposed and the meeting agreed to soundproof the flats' internal fire doors so they do not slam shut but nonetheless meet all fire regulations. SD to action.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 6th November, 2013, (later changed to Wednesday 4th December 2013).

The committee thanked their Chairman for hosting the meeting which ended at 7.45pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 4th December 2013

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

1. Matters Arising: All matters arising from the last meeting had been attended to, except the website update which RL confirmed he would attend to.

2. Financial Report: VO circulated the audited accounts for the financial year 2012/13 and these, being approved, were duly signed. The meeting approved the reappointment of the auditors for 2013/14 accounts and their audit charge of £2040.00. VO reported that all service charges had been paid except two, which VO was following up. VO reported that payment of one, outstanding since the property owners' death on 14/1/12, was still delayed as probate had still not been granted on the deceased's estate, the property being the only asset. VO assured those present that all monies would be pursued, together with late payment collection costs, legal costs and interest.

VO reported that an insurance claim was anticipated for escape of water in one of the flats, as the estimated repair costs seemed likely to be over the insurance excess of £1500.00. VO confirmed that the insurer had been advised. SD reported that the caretaker had first noticed a water stain on the common parts corridor wall backing on to the flat in question in June 2013 and had reported this to the owner and his managing agents. SD confirmed that the problem had still not been attended to by the flat's owner/managing agents and also advised the committee that the MRA's contractor had been denied access to the property to investigate the cause of the escape of water and confirm the amount of damage to the inside of the property. The damage to the common parts corridor, as a result of the flat owner's inaction, was therefore continuing to get worse. VO/SD to action.

3. Estate Management: SD reported on recent expenditure and estate management issues. The Fulmead Street gates wiring had worn out and had been replaced and there had also been two call outs to repair the gates and a repair to the collapsed drain cover in front of them. There had also been electric repairs to two lampposts and flats common parts lighting and various other wear and tear repairs and a call out for flats common parts main door locks. SD reported that following an investigation of the ground conditions underneath the pavements fronting 1-14 Maltings Place and parts of the pavements fronting the Imperial Road side of the blocks of flats, the MRA's contractor had found evidence of heavy subsidence, partly due to a very weak base laid by the original estate's developers. Further to his recommendation for long term remedial work, SD presented three quotes for the undertaking; the meeting approved the lowest estimate. SD to action.

4. Any Other Business: The meeting agreed to the same Christmas bonuses to the estate's caretakers as last year.

5. Date of Next Meeting: The date of the next meeting was scheduled for Tuesday 18th March 2014. The committee thanked their Chairman for hosting the meeting which ended at 7.50pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 18th March 2014

Present: SD, RL and VO – Apologies for absence: WC, GV

1. Matters Arising: All matters arising from the last meeting had been attended to except:

The collection of outstanding service charges from the executors of the estate of the property owner who died in January 2012. VO reported that probate had finally been granted. In light of this, the meeting agreed to a deadline of 22 April 2014 for the payment of all outstanding service charges owed on this property, including the service charge account due to be sent out on 1st April.

SD/VO reported on the continuing problems with getting the owner/managing agents of a flat to locate and stop the ingress of water causing increasing damage to the fabric of the common parts corridor wall. VO reported that although their appointed contractor had located an escape of water and repaired it, it was not the escape of water which affected the common parts area as evidenced by MRA's contractor who was finally granted access to the inside of the property after four previous attempts to meet up with the managing agent on site did not materialise. SD reported that MRA's contractor had now successfully located and repaired the escape of water by the unusual route of cutting through from the corridor side to reach the property's internal bathroom sink drain pipe. The corridor area, now dried out, had been repaired. VO to action insurance claim.

VO proposed, and the meeting agreed, that due to the unanticipated expenditure required for storm damage repairs to the estate, that works to replace the current time-lag switches in the six blocks of flats with energy saving wall mounted sensors (£5330) be further delayed until later in the year. SD advised that an updated quote might be required.

2. Financial Report: VO reported that all interim service charges sent on 1st October had been paid except one, detailed above. VO reported that the flats buildings insurance premium for 2014/15 had increased by £2742.23 from last year with no reduction on the excess for escape of water (£1500 per claim). The increase in premium, VO advised, was unconnected with the MRA's claims history, but as a result of insurance losses nationwide. In the absence of a better quote from another of the leading insurers, the meeting agreed to its renewal. VO to action.

VO reported that service charges for 2013/14 had been held at close to the same level as the previous year and no increase would be requested of the 74 properties for 2014/15 (aside the increased buildings insurance premium for the 44 flats). VO confirmed that the cost of the recent pavement repairs had not been included in service charges but had instead been charged to the three sinking funds as it was an unforeseen expenditure for 2013/14.

3. Estate Management: VO/SD reported on extensive storm damage to the blocks of flats following high winds just before Christmas, including tiles blown off, a tree uprooted, internal water ingress to three properties and a replacement of two of the blocks' fire alarm roof hatch release system, damaged beyond repair. The insurer's loss adjusters had made an inspection and agreed to reimburse the MRA for the considerable outlay estimated to repair

the damage. VO reported that due to the timing at MRA's financial year end, and consequent cash flow limitations, a request had been made, which the insurers had agreed, to pay instalments in advance so the emergency call out contractors could be paid. SD reported that the necessary quotes had been obtained and approved by the loss adjusters and work would begin as soon as possible, weather conditions permitting.

SD reported on recent expenditure and estate management issues: A tree, uprooted in the storm, had been removed (£216), a blown down fence had been repositioned (£104.10) and a ram on the Bagleys Lane gate had been replaced (£840). As a result of heavy rain one of the lampposts' electrics had been damaged and repaired (£424.40) two other circuits of estate lighting had also needed replacing (£1278.61). SD reported that the flats annual fire extinguisher maintenance was scheduled for 24th March. SD also reported that one of the owners in Shaftesbury Court had paid the whole bill to change the main door lock and get new keys cut for all the occupants as it was his departing tenant who was the cause of this precautionary measure.

4. Any Other Business: RL proposed and the meeting agreed to install posts to stop the wind catching the doors of the bin store on the Bagleys Lane side of the estate. The meeting also agreed to SD's suggestion to invite GA to the next meeting to meet the committee. SD reported that there had been some parking problems which the patrol had dealt with. Property owners were again urged to pass on details of where their property's designated parking space was, together with the parking restrictions in Maltings Place to their managing agents and tenants as it is an insurance condition that any vehicle parked anywhere on the estate roads and in the turning circles, however briefly, restricts speedy access by emergency services vehicles to all corners of the estate so must be ticketed/towed away promptly.

A similar requirement of the insurers is for all pavements/common part areas and gardens to be kept clear of any kind of obstruction. VO to minute as a reminder that it was an obligation of the MRA to take steps to remove any bicycles, prams, garden furniture and any other articles from these common parts areas to comply with the insurer's conditions.

5. Date of Next Meeting: The date of the next meeting was scheduled for Thursday 3rd July 2014. RL was thanked for hosting the meeting which ended at 7.50pm