

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2018/2019

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 2nd July 2018

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

1. Matters Arising: VO reported on the progress in getting the lease for the amenity lands signed and registered, advising the meeting that a letter informing the shareholders of the matter had been sent out with service charge accounts on 01/04/18. VO reported that no objections had been received from any of the shareholders to the MRA's decision to proceed. One shareholder had asked further questions which VO had addressed. VO reported that the Lessor's response to the MRA's solicitor enquiries about the lease to date had been slow but positive (VO to action). VO confirmed that terrorism insurance had been added to the flats buildings insurance policy (£5487.60) and that the flats sinking fund contribution had been increased to £1200.00 per flat for 2018/19 as agreed at the last meeting. SD reported that all estate drains had now been flushed out, the boundary wall painted and the extra CCTV cameras had been installed as agreed. SD confirmed that the renewal of Wellington Court's intercom system would begin next month (SD to action).

2. Financial Report: VO reported that all service charges had been paid for the period 01/04/18 to 30/09/18. VO circulated to the meeting an annual estimated forecast of expenditure for 2018/19 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: The meeting approved a 6% increase for the gardening contractor, being the first increase since his appointment. All agreed that the garden maintenance and also the flats cleaning and caretaking services were of a very high standard. The scheduled emergency flats lighting tests had been completed. New required signage to the gates had been fitted. SD reported that a flat was being rented out as Airbnb contrary to the terms of the leases (VO to action). The scheduled tree and shrub pruning had been undertaken. All the pavements and brickwork had been power washed. A discussion followed on painting the inside of the boundary wall. The meeting agreed that pulling back/removing the extensive existing plants on the wall to do this would have a negative impact on the look of the estate and it would be better and more cost effective instead to train fast-growing creepers up the rest of the internal wall panels to hide the wall rather than paint it. GA requested that this not be any type of ivy (SD to action). The annual maintenance on the flats fire extinguishers and alarm systems in Carlyle, Tennyson and Shaftesbury had been completed. Cracked cementing had been renewed on various posts and down drains around the estate. CCTV had identified one of the hybrids fly tipping allowing SD to ensure that the cost of the rubbish removal was met by the property owner not the MRA. SD reported that the MRA had been approached by LBH&F about foliage overhanging onto the public pavements outside the estate but this was not an MRA matter as it was from the gardens of houses 1-14. The Council had agreed to write to the individual houses directly to action. SD reported that the Fulmead Street gates had been repaired twice and finally that broken trellis along the Tallina Centre wall had been repaired.

4. Any Other Business: A discussion followed on the future maintenance of the estate should SD decide to relinquish the role. VO reported on approaches to various property management companies who quoted annual charges of between £19180 and £23000 for quite a limited service which would also involve an increased involvement and duplication of effort by the committee as any third party would also require to be managed. VO proposed and the meeting agreed that this was not a way forward as it would be better and more economical if the estate continued to be self-managed by property owners, perhaps helped by giving greater responsibility to the caretaker. SD proposed and the meeting agreed to send notices to all occupants of Maltings Place reminding them that no barbecues were permitted on any of the common parts areas under the terms of the estate's insurance (SD to action). RL confirmed that this rule and all others which applied to everyone living in Maltings Place featured on the MRA's website. VO to write to property owners to remind them to tell tenants renting their properties to refer to the website for guidance (VO to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 7th November 2018 at 6.30pm. RL was thanked for hosting the meeting which ended at 8.10pm.

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Minutes of Board Meeting held at 630pm on 7th November 2018

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

1. Matters Arising: VO reported that there was still no progress from the freeholder regarding the lease for the amenity land, despite reminders from the MRA's solicitors (VO to action). VO confirmed that the owner of the flat rented out as Airbnb had withdrawn his property from the site – he was unaware that such short-term rentals were not permitted under the terms of the leases. SD confirmed that extra climbers had been planted to grow and conceal the inside of the boundary wall as agreed at the last meeting. SD confirmed that notices about no barbecues had been circulated to all. VO confirmed that mention of the MRA's website had been included on the service charge accounts reminding property owners to refer their managing agents and tenants to view it for guidance about all the estate's rules and regulations governing the estate.

2. Financial Report: VO circulated revised financial projections for 2018/19 to the meeting an annual estimated forecast of expenditure for 2017/18 and current bank account balances. VO reported that 62 of the 74 requests for service charges sent out on 1/10/18 had already been paid by property owners. The audited accounts for 2017/18, having been previously circulated, were duly approved by the meeting and signed (VO to action).

3. Estate Management: SD reported on recent estate activity and expenditure. Flats only: A faulty Velux skylight smoke escape window had been replaced (£3200.00) and Wellington Court's faulty intercom system had been renewed (£4077.00). SD reported that annual NIC emergency lighting tests were scheduled before the end of 2018 (SD to action)

4. Any Other Business:

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 6th March 2019 at 6.30pm. RL was thanked for hosting the meeting which ended at 8.00pm.

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Minutes of Board Meeting held at 630pm on 6th March 2019

Present: GA, WC, SD, RL, VO and GV.

1. Matters Arising: VO reported that there was very little progress from the freeholder regarding finalising the lease for the amenity land, except a proposal to draw up a new plan of the amenity land. VO reported resisting this extra expense as there were no changes from the original plan. The meeting discussed options for moving forward, including enfranchisement and further legal opinion. It was agreed VO could instruct the MRA's solicitor to consider both these options in future correspondence. GV offered to review the matter with his solicitor if required and called him for advice during the meeting. A discussion followed on the merits of purchasing the freehold. VO, SD and RL outlined their recollections around this issue, VO to review the files. VO confirmed the 2017/18 audited accounts had been filed and the annual list of MRA shareholders had been filed with Companies House. Finally, SD reported that the annual NIC emergency lighting tests for the flats common parts had been completed.

2. Financial Report: VO reported that all service charges for the period 1/10/18 to 31/3/19 had been paid. VO circulated the financial projections to year end which were as forecast. VO confirmed that the final flats sinking fund contribution would be transferred into the flats account before year end. VO to prepare 2019/20 expenditure forecast (VO to action). All present signed the annual declaration forms for D&O insurance. VO reported that quotes were being sought for D&O insurance and also the flats buildings insurance renewals. GA asked about public liability insurance, VO reported this was included in the policy. VO reported that there had been four buildings insurance claims in 2018/19, three for escapes of water and one for damage to common parts areas in two of the blocks of flats, which, along with the previous claims history might adversely impact the premium. Following GA's enquiry, VO confirmed that competitive quotes were always sought by the MRA's insurance broker prior to annual renewal. The meeting agreed to include a quote for terrorism cover as agreed by the Board last year. VO to provide the committee with renewal quotes for approval (VO to action).

3. Estate Management: The meeting agreed that the estate gardens, caretaking and flats' cleaning were being maintained to a very high standard. SD reported a willingness to continue her long-standing role of managing the estate contractors and the meeting agreed that it was in everyone's interest for the estate to be managed directly by committee members rather than through an appointed managing agent and this arrangement could continue, particularly given the effectiveness and experience of the current caretaker.

Following a discussion, VO confirmed that the obligations of the MRA in all the leases did not extend to either policing the estate or sorting out inter-neighbour disputes. SD confirmed that the extent of her involvement, on behalf of the MRA, was to provide contact details so property owners/managers can contact each other direct to resolve complaints about any tenant-related issues.

SD presented estimates for repairing and renewing paving which the meeting agreed (£5500.00) to be started in the Spring (SD to action). SD reported that a builder doing work in one of the flats had accidentally spilt a whole tin of white paint over the common parts

carpets and the property owner had agreed to replace it to match existing at no cost to the MRA. SD reported that high winds had damaged the gates because an opening drop stop was missing (SD to action). SD reported that all the parking signs had now been completed and the meeting agreed these were a much better indication of each of the allocated privately-owned spaces. SD reported that two estate light sensors were not working and were scheduled to be repaired (SD to action). Further cracks in the boundary wall were also scheduled for repair/repainting. SD confirmed these were not structural and only due to ingress of moisture (SD to action).

4. Any Other Business: WC asked for a better relay of information about undertakings and activity relating to the management of the estate. As GA had previously suggested, VO to ensure past minutes of meetings are circulated well ahead of the meetings, particularly for the benefit of anyone who had not attended (VO to action). SD pointed out that it was a longstanding policy to email or phone the committee if anything important or urgent cropped up between meetings.

The meeting reviewed proposed plans of works to one of the hybrid properties for permission to proceed as required in the leases. The meeting agreed to all the internal works outlined, but did not agree to the relocation of the boiler into the loft area and the creation of a flue aperture through the roof (VO to action).

Following RL's enquiry, VO confirmed that electric car points were not scheduled on the estate but more were scheduled on nearby public highways.

5. Date of Next Meeting: The date of the next meeting was provisionally agreed for Wednesday 2nd October 2019 due to summer scheduling problems for VO and GL. RL was thanked for hosting the meeting which ended at 8.10pm.