

# RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2020/21

## THE MALTINGS RESIDENTS ASSN. LTD.

### Minutes of Board Meeting held at 630pm on 14<sup>th</sup> October 2020

Present (online): GA, WC, SD, RL, VO, GV

1. Matters Arising: VO reported that the notice about flats' door closers had been circulated with the 1/10/20 service charges and also the amended section 20 notice regarding quotes for outside flats decorations (works postponed until spring 2021 because of lockdown). VO confirmed that terrorism cover was now included in the flats buildings insurance. SD confirmed the TV fault to houses 1-14 had been remedied and the flats emergency lights testing had been completed.

2. Financial Report: VO reported that to date 35 service charges out of 74 had already been paid for the period 01/10/20 to 31/03/21. VO reported to the meeting that projected expenditure/income was on track for the last two quarters of financial year 2020/21. The flats projected sinking fund balance had been adjusted, though, to reflect that outside decorations expenditure had been deferred to the next financial year, 2021/22. The audited accounts for 2019/20, having been previously circulated, were agreed for signing (VO to action).

3. Estate Management: SD reported on recent estate activity and expenditure: Satellite upgrade completed (£2304.00). Drain blockage (£510.00). Gate repair (£446.00). Flats communal hallways paint touch up (£280.00). Flats Tennyson Court gable end repair (£3022.80). Pest control (£170.00). Flats stair treads (£110.00). Flats lighting (£240.00). Flats escape of water (£606.61). Flats replacement Henry (£172.98). PPE equipment (£57.96). It was agreed to put hand sanitisers in the entrance halls of the six blocks of flats (SD to action). The meeting approved quotes for boundary wall repairs (£2540.00), tree surgery quote for 35+ trees (£8868.00) and flats high-pressure water jetting of foul stacks in 6 blocks (£3850.00) (SD to action). The meeting approved Christmas bonuses for caretakers, cleaners and gardeners, same as last year (VO to action).

4. Any Other Business: SD to get quotes for extra lighting over Bagley's lane pedestrian gate and extra street lighting in front of houses 1-14 (SD to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Tuesday, 9<sup>th</sup> February at 6.30pm. GA was thanked for setting up the zoom meeting. It was hoped that the next meeting would be face to face as all previous meetings have been.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 9<sup>th</sup> February 2021

Present (online): GA, WC, SD, RL, VO, GV.

1. Matters Arising: VO reported that the boundary wall repairs, tree surgery across the whole estate, pressure hosing of the flats foul stacks had all been completed. Extra lighting over the Bagley's Lane pedestrian gate and extra street lighting in front of houses 1-14 had also been undertaken. The 2019/20 audited accounts had been filed.

2. Financial Report: VO reported that all service charges had been paid for the period 01/10/20 to 31/03/21. VO went through the previously circulated financial projections for 2020/21 and current and sinking fund bank account balances. VO confirmed that the projected expenditure was on track for the financial year 2020/21. The meeting agreed that if there was a surplus of funds at year end, this should be transferred to sinking funds (VO to action). The meeting also agreed, given the difficult financial climate for many shareholders, that projected expenditure for 2021/22 should be forecast at the same level as 2020/21 (subject to bi-annual review) (VO to action). VO advised that the flats buildings and terrorism insurance premium for 2021/22 would not be known until after a meeting scheduled with the MRA's broker on 24/2/21 and would be emailed to the committee once the quote process had been completed (VO to action).

3. Estate Management: SD reported that outside decorations of the flats were scheduled to start on 1<sup>st</sup> May and advance notice would be posted in each block and sent to all shareholders (VO/SD to action). SD reported on recent estate activity and expenditure: Extra Covid flats cleaning of door furniture in all blocks ongoing and hand sanitisers had been placed at entrances to all six blocks of flats as agreed. Replacement estate lights (£563.08). Two extra recycling bins had been provided by LBH&F at no charge sited in the main communal bin block. The owner of a flat in Tennyson Court had been reminded that Airbnb rentals were not permitted and had agreed to use their property only for rentals of six months and over as required. A minor escape of water was under investigation in Wellington Court but it was not expected to be subject to an insurance claim. The side pedestrian gate lock had been repaired (£102.00). Bolts had been lowered as requested on the bin store doors opposite Shaftesbury Court and damaged bin doors had been repaired (£520.00). Anti-vandal spikes had been installed on the corner area adjoining the Tallina Centre (£360.00). Bollards (£638.46) and pavement repairs undertaken (£410.00). All estate drains had been power-washed (£4927.08). Graffiti removed on boundary wall (£360.00). The meeting agreed for SD to get quotes for units for the entrance areas to blocks of flats affected by condensation (SD to action). SD reported that following a survey of the flats foul stacks, remedial work had been undertaken (£3738.42). The meeting agreed to a shareholder request in Wellington Court to install, at their expense by a qualified contractor, a car charger in their covered parking bay, connected to the electricity supply in their property. A discussion followed on the subject and it was agreed that prior to the estate roads being renewed, an investigation should be undertaken into the feasibility of installing cabling for car charging points linking properties to their privately-owned parking bays. The meeting further agreed to commission an updated fire risk assessment survey of the common parts of the six blocks of flats and for VO to issue a notice to flat shareholders asking for written confirmation that self-closers on their individual front doors were all in place, as required (VO/SD to action).

4. Any Other Business: Following shareholder requests, a discussion followed about whether a covered secured parking area for bikes could be provided on the estate. The meeting agreed that while it was possible to accommodate such a structure, its cost could not be met through service charges as it was something that only benefited a very limited number of shareholders. However, the meeting agreed that consideration should be given to extending the existing limited bike parking area with an additional secure lockable bike stand.

5. Date of Next Meeting: The date of the next meeting was scheduled for Tuesday 6<sup>th</sup> July 2021 at 6.30pm. GA was thanked for hosting the Zoom meeting which ended at 8.30pm.