

## RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2016/2017

### THE MALTINGS RESIDENTS ASSN. LTD.

#### Minutes of Board Meeting held at 7pm on 29<sup>th</sup> June 2016

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

1. Matters Arising: VO reported that more input was required to complete a long-range forecast of expenditure and GA agreed to contact a surveyor to help fill in some of the costing gaps and also to provide an estimate of rebuilding costs for the blocks of flats (VO/GA to action). SD reported that brighter lamppost lighting was scheduled to be complete shortly. SD reported that to date three flat owners had replaced their windows as recommended by the MRA. WC and GA reported that they were very pleased with the result. The meeting agreed for VO to now send out details of the replacement windows to the 30 hybrids/houses with the next service charge account and with the 44 flats service charge accounts, a reminder about the replacement windows, together with the notice of intention to carry out works (outside decorations) as required under section 20 of the Landlord and Tenant Act 1985 (VO to action).

2. Financial Report: VO reported that all service charges had been paid for the period 01/04/16 to 30/09/16 (except one which was being followed up) and that the accounts for year ended 31/03/16 had been submitted to the accountants for audit. As previously requested, VO circulated to the meeting an annual estimated forecast of expenditure for 2016/17 together with the positions of all the bank accounts and all agreed this was useful further information on the MRA's ongoing financial position.

3. Estate Management: SD reported on recent estate activity and expenditure. The insurance assessor had approved repairs associated with an escape of water in Nightingale Court and SD was coordinating quotes for damage to the common parts lighting which would also be met as part of the claim (SD to action). SD proposed and the meeting agreed to two extra cameras (£800) to monitor activity on the estate, particularly with a view of taking action against vacating tenants/related property owners to pay for the removal of unwanted household items left by the communal bins which, SD reported, had recently escalated. VO to notify all property owners (SD/VO to action). SD reported that following heavy rainfall, water had seeped through the ceilings of two ground floor flats. SD reported that this had been caused by too much water draining onto the roofs of the two properties from the down pipes, now rectified by extending the downpipes to drain directly into the guttering. SD coordinating remedial works to the interiors. SD further reported problems with a Curzon Court tenant whose pram was repeatedly damaging the common parts wall. VO reported that the property owner had been invoiced for remedial repair works. The meeting agreed the gardens were being well maintained by the gardening contractor. The meeting agreed, however, that the flats communal parts cleaning were not consistently reliable, SD agreed to investigate and explore alternatives (SD to action).

4. Any Other Business: SD raised with RL renewed complaints about the large numbers of pigeons drawn to his rear garden. RL assured the meeting he would again stop feeding them. VO reported of a complaint that one of the flats was being let out to Airbnb. VO to write to all the flat owners to stop the practice as such short term rentals contravene the terms of the

flats buildings insurance. GA agreed to send VO an example of a letter circulated in this connection to properties managed by her employer (GA/VO to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 19<sup>th</sup> October 2016. RL was thanked for hosting the meeting which ended at 8.30pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 19<sup>th</sup> October 2016

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

1. Matters Arising: VO reported some progress on the long-range forecast of expenditure and two surveyors had been invited to quote to provide estimates (VO to action). Nightingale electrical repairs all complete. New CCTV cameras now operational. Letter to all owners/tenants had been sent out regarding fly tipping and to notify property owners that short-term lets to Airbnb are not permitted under the leases nor could parking bays be let separately from properties. VO confirmed a reminder letter had also been sent out to all properties regarding the approved new Rehau brand windows/doors specification for all properties. SD reported that a new cleaner for the flats had been appointed and a new caretaker for the whole estate.

2. Financial Report: VO reported that service charges for the period 1/10/16 to 31/3/17 had been issued and that one payment might be delayed as the owner had just died in September. VO reported that the half-yearly estate expenditure was as forecast.

3. Estate Management: SD reported on recent estate activity and expenditure. The second part of the internal decorations of the flats was confirmed for completion by December 2016 and the external decorations of the flats was confirmed for completion by May 2017, allowing time for some more of the properties to have replaced their windows which would favourably impact the final cost of the work. SD reported that the estate's lampposts were being replaced with brighter lighting as agreed. SD reported that the scheduled tree surgery was now complete. SD reported that the drain cover by the Fulmead Street gates had been reset.

4. Any Other Business: SD proposed and the meeting agreed to include laminate wall protectors to each of the other entrances to the blocks of flats (as per Shaftesbury Court). VO proposed and the meeting agreed that the CCTV wires crossing the gatehouse should be protected (SD to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 9<sup>th</sup> or 22<sup>nd</sup> February 2017 to be confirmed. RL was thanked for hosting the meeting which ended at 8.15pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 2<sup>nd</sup> March 2017

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

1. Matters Arising: The meeting agreed the quote for £600.00 for a surveyor to produce a long-term expenditure forecast for the estate (VO to action). SD reported that works to protect the CCTV wires around the gatehouse had been done.

2. Financial Report: VO reported that service charges for the period 1/10/16 to 31/3/17 had all been paid. VO reported that the estate expenditure to year end was as forecast. VO reported that the half-yearly request for service charges would allow for a 10% overall annual rise in costs to maintain the estate.

A discussion followed about sinking funds, particularly the flats' sinking fund which was very low as the cost of interior and exterior maintenance coincided for 2016. Given the increasing calls on the fund due to the age of the estate and to meet the long-range forecast of necessary maintenance works to re-point the six blocks brickwork, renew all roofs and flashing, replace common part windows, doors and fascia boards, together with the flats contribution to the renewal of estate roads, gates, lighting, boundary wall, drains, etc., it was agreed to increase the flats annual sinking fund contribution by £500 per property from 2017/18 onwards. This would build up the flats fund in line with similar estates of the same age and size to meet large outlays in the future, separate from the four-yearly exterior woodwork maintenance and eight-yearly interior decorating maintenance required under the flats' leases (VO to action).

3. Estate Management: The meeting agreed that the garden maintenance, caretaking and flats' cleaning were all very satisfactory. SD reported on recent estate activity and expenditure. SD reported that the flats interior decorations were now complete (which the meeting agreed had been done to a very high standard) but the laminate wall protectors were scheduled to be replaced at no extra cost as they were the wrong thickness (SD to action).

SD reported that exterior repairs to Tennyson Court's roof as a result of storm Angus was complete and the cost had been met by the buildings insurer (less £750.00 storm damage excess). Ingress of water from Carlyle Court's roof had also been reported by a flat owner but a weather event could not be identified in this instance as the property's tenants had failed to promptly notify the property owner of the problem. SD reported that the interior damage was identified as long-term as a result of a row of loose roof tiles not visible from street level, attributable to unidentified high winds. SD reported that Carlyle Court's roof had now been repaired at a cost of £2700.00 (flats only). The meeting agreed that due to the passage of time, the MRA should only make a contribution of £475.00 to the total estimated internal property repair costs in line with the Tennyson Court claim for a similar incident (flats only).

SD reported that a diseased cherry tree had been removed from the central garden area to stop it spreading to the other trees. This had come to light following the tree surgeon's work elsewhere on the estate.

SD reported the Fulmead Street gates had required a replacement motor and needed to be reset to close in harmony (SD to action). SD reported that a supply of salt grit had been

ordered for the estate roads but not used this winter. SD reported that carpet stains had been cleaned in Curzon and Tennyson Courts.

SD reported that the exterior flats woodwork maintenance, delayed from 2016 to allow properties to replace their windows, would proceed in April 2017. SD reported that eleven properties had now installed the new Rehau windows (at their cost) which have favourably impacted the cost of the exterior maintenance contract of works (flats only).

4. Any Other Business: RL asked about a missing recycling bin, SD was chasing LBH&F. GV suggested switching electricity supplier for flats common parts electricity but VO asked to stay with EDF as the meters were in the process of being switched to smart meters and a changeover might complicate this. VO confirmed that the freeholder's recent demand for £100.00 per property ground rent was correct as it is stated in all the leases that it would increase from £40.00 after 33 years (from 1984).

5. Date of Next Meeting: The date of the next meeting was scheduled for Tuesday 4<sup>th</sup> July 2017. RL was thanked for hosting the meeting which ended at 8.05pm.