

# RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2021/22

## THE MALTINGS RESIDENTS ASSN. LTD.

### Minutes of Board Meeting held at 630pm on 6<sup>th</sup> July 2021

Present (online): GA, WC, SD, RL and VO. Apologies for absence: GV

1. Matters Arising: VO reported that the flats outside decorations had now been completed per the approved quote of £55,500.00 plus extra scaffolding/alarms (£2466.80). VO outlined the necessary remedial works undertaken to both the main roofs (£6252.25) and also to the lower roofs (£5612.88) including replacement flashing, fascia boards, roof tiles, coping stones and re-pointing as required. Whole estate outside maintenance had also been undertaken while the contractor was on site to the Gatehouse, estate fencing, railings, carports and bin store (£7874.20). VO reported that production of the original roof tiles (used on the whole estate) had now ceased but the contractor had managed to source enough reclaimed tiles to complete the works to the blocks of flats' roofs and the MRA has now stored a small supply for future minor works. SD reported that the heater unit installed in the communal hallway of Shaftesbury Court (£570.00) had successfully prevented a recurrence of condensation and the meeting agreed to installations in both Tennyson and Curzon Courts with similar issues before the beginning of winter (SD to action). Finally, the faulty light fitting outside the front door of Shaftesbury Ct had been repaired (£70.00).

VO reported that an updated Fire Risk Assessment of the six blocks of flats had been undertaken (£2980.00) in light of some recent health & safety regulation changes. All communal fire doors, fire exit signage, electrical/emergency lights NEC testing certificates and fire extinguisher/fire hatch systems servicing were noted as up to date and met the current requirements. VO reported there were three items to action: All communal electric cupboards are now required to have 'must be kept closed and locked' signage. A car cover in one of the covered garage electric cupboards needed to be removed. SD reported both these issues had been actioned and were now fire risk compliant. The third issue highlighted in the FRA was regarding the 44 individual flat front doors. While the doors were fire-compliant, some had letterboxes (part of the originally-installed 1984 individual front doors, VO confirmed that no new letterboxes had been added) which did not meet current standards. GA, with experience in this area, agreed to research the latest fireproof letterboxes available as a potential solution (GA to action). VO reported that a further reminder would be sent regarding the legal requirement for flat owners to confirm to the MRA that self-closers have been re-fitted to doors (if they had been previously removed) and that no front doors could be replaced without MRA permission to ensure current fire safety standards were met (VO to action).

Finally, in MA, SD confirmed that quotes would be presented at the next meeting to install secure loops similar to elsewhere on the estate to the bike parking area along the Fulmead Road side of the estate (SD to action).

2. Financial Report: VO reported that all bi-annual service charges had been paid, except two (VO to action). VO reported that the CPA contract to collect overdue service charges had been renewed for two years, recharged pro-rata to late paying shareholders. VO discussed the previously circulated projected income/expenditure for 2021/22 together with the current bank account balances. As previously agreed, VO reported that any new proposed expenditure would only be undertaken if required estate maintenance expenditure stayed on budget with the objective of keeping service charges at the same level as 2020/21. VO reported that year end accounts for 2020/21 had been submitted to the accountants for audit.

3. Estate Management: Beyond regular estate management expenditure commitments, the following repairs/renewals had been undertaken:

- Flats only: An electric vehicle charger unit has been installed in one of the privately-owned covered carports (at the shareholders' expense). SD suggested and the meeting agreed that for any further requests, the same manufacturers' model and supplier will be recommended for uniformity. Wellington Ct intercom fault (£232.80). Tennyson Ct replacement fire alarm panel (£1928.10). Carlyle Ct escape of water (£416.88). Wellington Ct replacement lock and keys (£558.00) and ingress of water repair (£168.00).

- Whole estate: Planting renewed in gardens (£611.04). Rubbish clearance (£150.00). Tree cutting overhanging parking bays (£430.00). Street light repairs (£1012.98). Communal TV fault repair 1-14 (£727.04). Bollard repair (£130.00). Refix and re-cement 2 x drain covers (£260.00). Repair to masonry/strip ivy Imperial Rd wall (£450.00). Gates repair (£938.40).

4. Any Other Business: A discussion followed on the appointment of another director to represent the hybrid units (as GV was in the process of selling his property) to keep a representation on the committee for the 44 flats (4), 14 houses (1) and 16 hybrids (1). It was agreed to ask a resident shareholder who had expressed an interest in joining the committee (VO to action). RL reported that one of his neighbours wanted a commemorative Jubilee tree planted in the communal gardens at his expense (SD to action). RL requested brighter lighting for the Bagleys Lane gates/corner of Shaftesbury Court (SD to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 6<sup>th</sup> October (later changed to Tuesday 9<sup>th</sup> November). It was hoped that the next meeting would be at the Rose if all restrictions had been lifted.

The meeting ended at 7.40pm

THE MALTINGS RESIDENTS ASSN. LTD.

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

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

1. Matters Arising: RL proposed and the meeting agreed for JC to join the Board, representing the 16 hybrid units as GV, their previous representative, had sold his property. JC was welcomed by everyone present. VO to register his appointment with Companies House and get forms from the bank to register his appointment as a new board member and account signatory (VO to action).

Other matters arising: SD reported that the installation in both Tennyson and Curzon Courts of heating units would take place in early 2022 (SD to action). GA presented to the meeting a specification for fire-rated letter plates to replace the letterboxes in some of the existing flats' front doors to make these doors fire-compliant as highlighted in the recent fire risk assessment survey. A discussion followed on the subject and GA agreed to try to locate and get a quote from specialist surveyors to undertake a full door survey in all six blocks of flats (GA to action). VO confirmed that following a reminder notice to flat owners, 20 of the 44 flats had now confirmed that self-closers were in place on their front doors. VO to follow up the remainder (VO to action). The meeting agreed to the cost (£4300.00) of replacing the bike stands along the Fulmead Street side of the estate with more secure stands (SD to action). SD confirmed the location of the Jubilee tree being planted by the gardening contractors but paid for by a shareholder.

2. Financial Report: The audited accounts for 2020/21, having previously been circulated, were approved and signed (VO to action). VO reported that 64 service charges had already been paid for the period 01/10/21 to 31/03/22 with just 10 outstanding (VO to action). VO went through the previously circulated financial projections for 2021/22 together with the current and sinking fund bank account balances. VO confirmed that the projected expenditure was on track for the financial year 2021/22. VO reported that the MRA's auditors were increasing their charge to £3120.00 for 2021/22 (from £2040.00 for 2020/21). As all the MRA leases require only a certified accountant's report of service charges rather than a full audit, VO reported that the MRA's accountant would charge £1800.00 (incl VAT) for this service. However, VO requested, and the meeting agreed, to continue with a full audit as she was in sole charge of all the financial management of the MRA. JC proposed auditors he used for his business, VO agreed to contact them and get quotes from alternative auditors (VO to action).

3. Estate Management: SD reported that the gardening contractors were proposing to increase their monthly charge by 10% from 1/22. The meeting agreed to this increase. RL and JC agreed to do a survey to propose improvements to the estate's lighting as all present agreed that parts were quite dark at night (RL and JC to action). Beyond regular estate management expenditure commitments, SD reported that the following repairs/renewals had been undertaken:

- Flats only: Fire alarm replacement panel (£2418.15). Common parts wall paint touch up/scuff repairs (£520.00). Emergency lighting repairs (£449.88).  
-Whole estate: Gates operator renewal and repair (£1831.44). Brickwork repair (£680.00). Analogue fault to CCTV repair (£1050.00). Graffiti removal (£290.00). Rubbish removal (£180.00). Re-cement/repaint bollards (£300.00).

4. Any Other Business: SD proposed and the meeting agreed to get the flats communal carpets steam cleaned (SD to action). RL reported a blocked road drain (SD to action). The meeting agreed the Christmas bonuses for contractors (VO to action). JC requested that the pedestrian gates' entry code be changed. VO suggested April 2022 when the service charges were issued. JC proposed and the meeting agreed to get a quote to jet wash all the roads brickwork in Spring 2022 (SD to action). JC highlighted late night noise disturbances from the Tallina Centre, affecting the adjoining hybrids and houses on the estate. VO suggested and the meeting agreed that rather than individual complaints being lodged with LBH&F, action might be more effective from the MRA as a collective on behalf of the shareholders (JC/VO to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Tuesday 1<sup>st</sup> February 2022 at 6.30pm. The meeting ended at 8.15pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 600pm on 14<sup>th</sup> December 2021

Present (online): GA, JC, WC, RL, VO.

1. Matters Arising: Apart from VO confirming the appointment of JC as a Director of the MRA, all other matters arising were postponed until the next scheduled meeting as the meeting was called specifically as a result of SD's email resignation from her role as estate manager, received by the Board on 3/12/21. SD's proposed timeframe of a break until year end followed by a three-month handover period in 2022 was accepted by all present as a sensible way forward and a lunch was suggested by WC for the Spring to acknowledge and celebrate SD's long years of involvement and dedication to all things MRA.

2. Financial Report: This was also postponed until the next scheduled meeting, although VO confirmed that all service charges had now been paid for the period 01/10/21 to 31/03/22, a testament to shareholder satisfaction in the management of the estate which SD has been part of so successfully for so many years.

3. Estate Management: VO circulated to all a document providing the Board with details of every aspect of running the estate, including: all the estate's contractors' contact details; the estate maintenance obligations contained in the leases; the flats' fire safety maintenance requirements; the cost and role of the estate manager, the estate gardening contractor, the estate caretaker and cleaner of the blocks of flats. VO confirmed that this handover document signalled VO's wish for less involvement with the running of the estate (now that support for SD was no longer needed) with VO's involvement more concentrated on the role of financial director/treasurer and company secretary. GA thanked VO and all agreed the estate management document was a good starting point to explore the best way forward to run the estate and maintain the same high standards. VO expressed the hope that the management of the estate would continue to be undertaken by shareholders with a vested interest in the estate rather than to contract the role out to a third party managing agent although this option was not ruled out, particularly as JC and GA have experience in estate management. VO outlined a quote obtained from a local agent for £19180.80 per annum to manage the estate (although this was a couple of years ago) but this nonetheless gave the meeting a guide figure.

After a discussion, the meeting agreed to RL's proposal to work alongside SD in a handover learning role, particularly to save SD visits to the estate as RL was able to do this as he is already on site. JC proposed and the meeting agreed to pay RL SD's quarterly payment for this interim period 1/1/22 to 31/3/22 (VO to action). The meeting further agreed to review this arrangement in the coming months.

4. Any Other Business: VO advised the meeting that when requesting the forms to add JC as a bank signatory, it had come to light that Santander, when they took over MRA's previous bank Alliance & Leicester, had only transferred active signatories (VO and SD). GA was also a signatory as this was a recent addition. VO was therefore also getting forms for RL and WC to complete to add them both as account signatories to correct this oversight.

VO confirmed that GV had resigned and been removed as an MRA director, having now sold both his hybrid unit and flat on the estate. VO felt that the flats shareholders were now short of a representative on the Board but the meeting decided to defer an appointment of another director until the new financial year. Finally, GA asked VO for a brief outline of the responsibilities and key contacts as MRA's company secretary and financial director/treasurer. VO agreed this was a good idea (VO to action).

5. Date of Next Meeting: The date of the next meeting was confirmed as Tuesday 1<sup>st</sup> February 2022.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 1<sup>st</sup> February 2022

Present: GA, JC, WC, RL, VO.

1. Matters Arising: JC, WC and RL signed forms as bank signatories (VO to action). New heaters installed in Curzon and Tennyson Courts similar to Shaftesbury Court to improve common parts air circulation (£1054.80). GA proposed and the meeting agreed to action recommendations raised in the recent fire risk assessment report regarding the individual flats' front doors and undertake a review of the communal fire doors (VO to action). VO confirmed that a notice about remedial works required to individual flat front doors as a result of the recent fire risk assessment report would be forwarded with 1/4/22 service charge invoices (VO to action). VO confirmed that the new bike stand would be in place by the end of February. VO to organise notices for flats' notice boards asking bike owners to temporarily move their bikes (VO to action). RL to get brickwork jet wash quote for the spring (RL to action). JC and RL to review the estate's street lighting for improvements (JC/RL to action). VO to get a quote from alternative auditors following the existing auditors' proposed fee increase (VO to action). The blocked road drain fronting the houses had been flushed clear (£216.00). JC reported on the on-going noise pollution issues from the Tallina Centre and action taken (JC to action). VO confirmed Christmas bonuses to contractors had been paid. VO circulated details to the meeting of the cost and functions of the dual roles of Company Secretary and Treasurer.

2. Financial Report: VO circulated projected income, expenditure and sinking fund balances for 2022-23 allowing for an estimated 2% expenditure increase for the whole estate and an estimated 3% for flats only expenditure with the same sinking fund contributions as 2021-22 for the three funds to build them up for large scale works of relaying the estate roads (whole estate), renewal of roof tiles and re-pointing brickwork (flats only). Also circulated were the actual bank balances of the current and three sinking fund accounts. VO reported that the insurance broker was in the process of getting renewal quotes for the flats buildings and terrorism insurance cover (VO to action).

3. Estate Management: RL reported that he had been meeting with the MRA's caretaker (CA) and doing the rounds of the estate with him but that there had been limited contact with SD. CA was coordinating the flats fire extinguishers' annual service visit. RL and JC proposed that the extinguishers be removed as the rapid evacuation of buildings was now recommended in case of a fire and without training in place in the use of extinguishers. VO disagreed as the buildings insurance surveyor had inspected the six blocks and had not requested this action. The meeting agreed the matter be reviewed on further advice when the flats internal decorations were being undertaken (2024).

4. Any Other Business: GA requested an inspection of the top brickwork of Shaftesbury Court to investigate a possible ingress of water (VO to action). JC requested and the meeting agreed for all the estate signs to be wiped clean (RL to action).

5. Date of Next Meeting: The date of the next meeting was confirmed as Tuesday 26<sup>th</sup> April 2022 at 6.30pm at the same venue as last time.