

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2022/23

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 6.30pm on 26th April 2022

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

1. Matters Arising:

VO confirmed that all directors were now signatories on the MRA's bank accounts and that all flat owners had been notified on 1/4/22 to proceed with the fire safety requirements to their front doors. VO requested and the meeting agreed, to get an opinion from a fire door specialist to ensure that all the flats communal fire doors were compliant with the new safety standards (VO to action).

VO reported that the new bike stand along the Imperial Road side of the estate was now complete.

A quote for jet washing the turning circle brickwork (VO to ask CA to action) and the estate lighting survey (JC/RL to action) were still outstanding.

VO presented to the meeting quotes from three auditors, the meeting agreed the lowest quote (£1750.00 + VAT) for the 2021/22 annual audit. VO reported that the auditor had requested that the MRA's bank accounts be changed to Client Trust accounts (VO to action). JC was thanked for recommending the auditors.

JC presented a quote for a survey (£3960.00) as evidence of noise pollution coming from the Talina Centre units closest to the boundary wall affecting the estate's houses and hybrids. The meeting agreed to proceed (JC to action). The meeting also agreed to ask a surveyor if it might be feasible to make the boundary wall higher (GA/JC to action).

VO confirmed the D&O insurance had been renewed and also the flats buildings and terrorism insurance had been renewed for 2022/23 for the lowest quote presented although this still represented an £1800.00 increase on 2021/22. VO reported that the insurers had also added a new condition that all the gutters in the blocks of flats be cleaned out annually. VO reported that this condition had been added despite the fact that the MRA had never made a claim involving damage as a result of blocked gutters and such a claim was unlikely as all the gutters are flushed clean when the outside decorations are carried out every four years – most recently in 2021. JC agreed to forward VO details of a company which might be able to undertake this work without the need for scaffolding. JC also offered to assume responsibility for the annual buildings and D&O insurance renewals (VO/JC to action).

VO reported all the estate signs had been wiped clean. Finally, in matters arising, the meeting agreed with GA's proposal that while the surveyor was on site to advise if the boundary wall could be made higher, he would also be asked to advise on the flats' loft and cavity wall insulation (JC/GA to action).

2. Financial Report: VO reported that 55 owners had already paid their bi-annual service charges with many expressing condolences for the loss of SD which VO was passing on to SD's family. VO to follow up unpaid service charges as scheduled in due course (VO to action). VO circulated the financial report of actual expenditure for 2021/22 together with anticipated expenditure for 2022/23 and the bank account balances. JC asked if VO could produce details of quarterly expenditure for which GA offered to provide a suggested template (GA to action). VO agreed in principle and agreed to give a costing at the next meeting to provide this extra layer of financial detail going forward (VO to action).

3. Estate Management: VO circulated to the meeting a proposal to add some estate manager functions to the caretaker contractor role, together with a proposed costing for this change. The meeting agreed this was a sound way forward. VO to arrange a meeting with CA to discuss all the aspects of this new role which would include an agreement to provide a weekly email report of activity to the Board and to organise cover for caretaking and flat cleaning in case of absence (VO to action).

4. Any Other Business: JC and RL asked if the Bagleys Lane pedestrian gate closer could be loosened or a softer closing mechanism installed (VO to action)

The meeting decided that rather than a commemorative plaque, a perennial flowering shrub in a central part of the gardens would be a nice reminder for everyone of SD's contribution to keeping the estate running smoothly and the gardens looking good for so many years (VO to action).

The meeting agreed to the lowest quote (£2646.83) for repainting all the estate's yellow lines, white parking bay separators and two-letter signage as they were all very faded (VO to action). A discussion followed about relaying the estate roads last undertaken in 1999. The meeting agreed that it was likely that renewal would be needed after 25 years (2024) and at the latest after 30 years (2029) and a lot of advanced planning would be required, particularly if electric car charging points were going to be incorporated at the same time. The meeting agreed, therefore, that this matter should be on the agenda next year (VO to action).

WC reported that the tenant with a dog in Curzon Court had given assurances that this was a very temporary arrangement and that he understood that dogs were not permitted under the terms of all the flat leases. WC reported that there had been no recent signs of the dog, so no further action was necessary.

RL agreed to update the website with the minutes of the meetings which had taken place in 2021/22 and to change the MRA's contact telephone number (RL to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Tuesday 12th July 2022 at 6.30pm at the usual venue.

The meeting ended at 8.35pm

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 6.30pm on 12th July 2022

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

1. Matters Arising:

- Jet washing paving and flushing out estate's drains booked for next month (CA to action).
- VO confirmed that the MRA bank account changes to trust accounts per the auditor's request was in hand (VO to action).
- VO confirmed that the caretaker/estate manager role was now agreed and finalised. VO updated the meeting regarding CA's absence due to ill health. VO confirmed his duties were covered until his return by the gardeners and cleaners.
- The agreed repainting of the estate's yellow lines, white parking bay separators and two-letter signage on hold until CA back on site (CA to action).
- Bagleys Lane pedestrian gate ongoing to loosen door closer (VO to action).
- VO confirmed that the perennial flowering shrub in memory of SD had been ordered.
- RL confirmed website had been updated with phone contact number.
- The meeting agreed to proceed with new fire-rated door closers and intumescent protection strips on each of the 19 communal flat fire doors per previously agreed quote (CA to action).
- JC reported the decibel noise survey had been completed and the results were pending (JC to action).
- VO confirmed that a quarterly expenditure report would be produced for the Board as requested and an extra annual £3000.00 was agreed as payment for this service.
- Talina Centre boundary wall (estate) and loft cavity insulation (flats) surveys pending (JC/GA to action).
- VO confirmed that JC now had all the flats buildings insurance information to undertake the renewal process in February 2023.

2. Financial Report:

VO reported that all service charges for the period 1/4/22 to 30/9/22 had been paid. The previously circulated financial projections and sinking fund balances for 2022/23 together with the bank account balances were reviewed together with the detailed expenditure budget and quarterly summary. The meeting agreed this extra financial detail was very useful going forward,

3. Estate Management:

Drain cover replaced (£230.00). Bin door repair (£180.00). Gatehouse panel heater renewal (£476.15). Estate lighting including renewals (£548.09). Plant renewals (£503.34). Trim back of gardens shrubbery infringing buildings brickwork (£2251.15). VO reported that the gardening contractor recommended getting a quote from a tree surgeon for a full cut back of all estate trees (VO to action).

Flats only:

Fire alarm service/component repair (£698.07). Emergency lights inspection (£162.50). Escape of water communal soil pipe repair (£2540.00). Repair/repaint common parts wall Tennyson (£110.00). Roof level down drain pipe repair (£832.27). Click-on lights in lofts renewed (£210.00).

4. Any Other Business:

JC requested and the meeting agreed to the installation of warning mirrors on the blind spot corners of the estate roads (CA to action). JC agreed to coordinate a site survey from Hyperoptic to lay a fibre infrastructure for superfast broadband to all estate properties (JC to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 2nd November 2022 at 6.30pm at the usual venue.

The meeting ended at 8.35pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 6.30pm on 2nd November 2022

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

1. Matters Arising:

- Jet washing paving completed in part (balance to be completed in Spring 2023) and flushing out of all estate's drains completed (£6410.25). Collapsed drain identified between 68 and 70 which needs repairing (VO to action).
- VO confirmed that the MRA bank account names had been changed to 'trust account' per the auditor's request.
- The agreed repainting of the estate's yellow lines, white parking bay separators and two-letter signage scheduled for early 2023 (CA to action).
- Bagleys Lane pedestrian gate opener now eased.
- VO confirmed that the flowering shrub in memory of SD would be located in the central grass area in Spring 2023 (VO to action).
- The new fire-rated door closers and intumescent protection strips on each of the 19 communal flat fire doors per previously agreed quote have now been completed (£8061.00 paid out of the flats sinking fund).
- JC reported the decibel noise survey from the neighbouring Talina Centre had been completed (£3960.00) and the results had been circulated by JC to the relevant parties for remedial action.
- The Talina Centre boundary wall (estate) and loft cavity insulation (flats) surveys pending (JC/GA to action).
- VO confirmed that the tree surgery works were taking place in early December and steps were being taken to notify owners to relocate their vehicles while the work was being undertaken (CA to action).
- Safety warning mirrors on the blind spot corners of the estate roads had been ordered (CA to action).
- A site survey from Hyperoptic to lay a fibre infrastructure for superfast broadband to all estate properties had been undertaken at no cost to the MRA. A decision on whether to proceed was deferred to give the Board time to review the details of Hyperoptic's report (GA/WC/JC/RL/VO to action).

2. Financial Report:

VO circulated copies of the audited accounts for 2021/22 for the limited company and service charges income and expenditure. These were approved for signing subject to the auditor's 'general reserve' entry to be changed to 'share capital' (VO to action). The previously circulated financial projections and sinking fund balances for 2022/23 together with the bank account balances were reviewed together with the detailed expenditure budget and quarterly summary. GA asked if the estimated additional repairs sums on the flats and whole estate schedules could be broken down and incorporated into each service charge item but RL felt the format was correct as presented as it was not possible to budget with any accuracy what repairs might be necessary.

3. Estate Management:

Christmas bonuses were agreed for the caretaker, cleaner, gardener and postperson per last year's (VO to action). Works undertaken since the last meeting: Faulty lights repair (£396.09). Collapsed drain inspection/temporary repair (£2827.20). Repair to cracked boundary wall (£660.00). Wasp nest removal (£160.00). Fulmead St gate repairs (£975.55). Rubbish removal (£160.00). Bagleys Lane gate closer (£618.00).

Flats only:

Fire alarm service/component repair (£353.04). Communal lock repairs (£582.00). Faulty lights (£214.49). Emergency lights monthly inspections/repairs (£1270.00). Refix broken guttering (£170.00). Corridor paint touch-ups (£290.00).

4. Any Other Business: None highlighted.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 1st February 2023 (later changed to Thursday 23th March 2023).

The meeting ended at 8.10pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 6.30pm on 23rd March 2023

Present: GA, RL, VO. Apologies for absence: WC, JC

1. Matters Arising:

- Collapsed drain identified between 68 and 70 repaired and in working order (£7235.59).
- RL and VO signed a letter to HMRC registering the MRA Ltd. as a dormant company per 2021-22 audit advice (VO to action).
- The repainting of the estate's yellow lines, white parking bay separators and two-letter signage complete (£2900.00).
- VO confirmed that the planting of the flowering shrub in memory of SD in the central grass area could not be planted in time for the anniversary of her passing due to the cold spell but was in hand (£457.56).
- The Talina Centre boundary wall (estate) and loft cavity insulation (flats) surveys pending (JC/GA to action).
- The tree surgery works had been undertaken (£6452.58). Quotes were being sought to either grind down or disguise with planting the resulting tree stumps following the works (CA to action).
- Safety warning mirrors on the blind spot corners of the estate roads had been completed (£350.46).
- A decision on whether to proceed with Hyperoptic's proposed laying of a fibre infrastructure for superfast broadband to all estate properties was deferred to the next meeting when all the Board were present (all to action).

2. Financial Report:

VO confirmed the signed audited accounts for 2021/22 for the company's service charges income and expenditure had been filed. The previously circulated financial projections, sinking fund balances for 2023/24 and the bank account balances were reviewed together with the detailed expenditure budget and quarterly management summary. The Board agreed VO's costs forecast and the proposed amounts to be requested on account for the first six months of 2023/24 with an annual 4% increase – to be reviewed in six months - but the sinking fund amounts to be requested at the same level as 2022/23 (VO to action). VO went through the MRA's broker's quotes and conditions for the flats buildings and terrorism insurance renewal and D&O renewal for 2023/24. The lowest quote for the flats buildings cover, for a three year term at £20082.86 plus terrorism cover for £4544.92 were approved (VO to action).

3. Estate Management:

Works undertaken since the last meeting (as well as items in matters arising): Sensor/lamppost repairs (£1531.99); Fulmead St gate repair (£847.20); Fence replacement (£1600.40); rubbish removal (£180.00).

Flats only: Lock/intercom repairs (£594.00); Smoke vent call-out (£353.04); emergency lights test/remedial (£562.50); fire systems service (£472.30); gable wall roof repair (£3496.99); corridor paint touch ups (£420.00); fire extinguisher service/renewal (£589.34).

4. Any Other Business:

- GA reported that the building contractor had been unable to find any trace of water in the loft from the roof which was visually sound to explain the ingress of water through a light fitting in her property, further investigation was under way.
- VO reported that some flats had yet to comply with reinstating their front door self-closers - a fire regs requirement - and another reminder would be issued with the service charge invoices (VO to action).
- RL checked a proposed rear garden extension to one of the houses and it was agreed that the plan was in keeping with other extensions. VO to notify the property owner (VO to action).
- A discussion followed about a resident who was regularly parking in the emergency vehicle turning circle, despite requests not to. As it was a legal requirement to keep the area clear, it was agreed that there was no option but to have the parking patrol ticket the vehicle.

- VO reported that a new resident wanted to attend the board meetings as an observer. After a discussion, it was agreed that the confidentiality duty of care to shareholders precluded this (VO to action).

-A discussion followed about major future works, including roads renewals and blocks of flats roof renewals. VO to circulate the cost forecast undertaken a few years ago for the Board to determine whether a new forecast might be useful with updated costings (VO to action). After a discussion about the doubling of the flats common parts electricity bill in 2022/23, GA proposed that when the blocks roofs were replaced, it might be an opportunity to install solar panels, the meeting agreed but no action was proposed at this time.

5. Date of Next Meeting: The date of the next meeting to be scheduled for early July but no date set as JC and WC absent (VO to action). The meeting ended at 8.40pm.