

## RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2012/13

### THE MALTINGS RESIDENTS ASSN. LTD.

#### Minutes of Board Meeting held at 7pm on 12<sup>th</sup> July 2012

Present: WC, SD, RL, VO – Apologies for Absence: GV

1. Matters Arising: All matters arising from the last meeting (22/02/12) had been attended to except two: SD reported that the collapsed drain running behind 59 Maltings Place was scheduled to be repaired week commencing 16<sup>th</sup> July and all residents had been notified that alternative parking arrangements outside Maltings Place would be necessary for affected properties as the road would be closed. SD also reported that the outside decorations, delayed by poor weather, were now nearing completion.

2. Financial Report: VO reported that all service charges/insurance had been paid for the first half year, except three flats which were being pursued for payment. VO reported that, as expected, the insurance excess for escape of water for the flats buildings insurance policy had been increased to £1500.00 due to the poor claims history. The meeting agreed to the 2011/12 audit fee of £2040.00. VO thanked the committee for supplying the required ID documentation to meet new money laundering regulations.

3. Estate Management: SD reported on recent expenditure and estate management issues: The meeting agreed to DC Property Maintenance's quote for £1928.00 to fit 18 bicycle racks along the exterior wall opposite Tennyson Court due to the many bikes used by the estate's residents. Once complete, notes would be affixed to the various bikes dotted about attached to trees on the estate to move them to the new parking area. A 'left at owners risk' sign was also approved. SD to action.

The meeting also approved a quote from Rob Ward Electrical Services for £3988.00 to replace the aged emergency lighting system in all six blocks of flats. SD to action.

At the request of a number of MRA shareholders, the meeting agreed to a quote of £665.60 from Crawford Security for additional cameras on the estate which includes VO's proposal to site another one opposite the new bike rack. SD to action.

SD reported on the request of a shareholder for a window cleaning contract for all the estate's windows. VO pointed out that expenditure which could be recharged to property owners as service charges was very restricted by the wording of the leases: While communal window cleaning is included in the flats' leases, replacement and maintenance of the glass in individual windows is given as the responsibility of each of the 74 property owners. WC pointed out that many owners cleaned their own windows at no expense so WC did not feel, even if it was allowed in the leases, that it would be welcomed by all. VO to thank the shareholder for the suggestion and copy committee's decision to her.

SD reported that a new alarm system had to be installed in Tennyson Court and the same might have to be done in Curzon Court due to the age of the system. Finally SD

confirmed that the internal flats decorations would take place in November, after which the carpets and treads would all be replaced as agreed at the last meeting.

4. Any Other Business: RL reminded the meeting that it had been previously agreed to pay him for maintaining the website. VO apologised and said she would drop a cheque off to him.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 21<sup>st</sup> November 2012.

The committee thanked their Chairman for hosting the meeting which ended at 7.50pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 21<sup>st</sup> November 2012

Present: WC, SD, RL, VO, GV

1. Matters Arising: All matters arising from the last meeting had been attended to.
  
2. Financial Report: VO circulated the audited accounts for the financial year 2011/12 and these, being approved, were duly signed. The meeting approved the reappointment of the auditors for 2012/13. VO reported that service charges were coming in steadily and everything was on budget to meet the estate's obligations by year end and also to collect £200 per property for the three sinking funds as agreed. Since the flats' sinking fund was now low because of outgoings for external decorations and replacement common parts carpets, VO reported that the cost of internal decorations would be met by the flats' service charges. VO reported that SP, the owner of two flats in Maltings Place had asked for her insurance broker to quote for the flats buildings insurance for 2013/14. The meeting agreed, however, not to change brokers due to their longstanding ability to obtain the best available quote annually and also due to AW's twenty+ years of service to the Association's 44 flats.
  
3. Estate Management: SD reported on recent expenditure and estate management issues and reported that flooding caused by a burst pipe under the estate road outside Shaftesbury Court would be repaired by Thames Water at no cost to the estate. SD proposed and the meeting agreed to the appointment of Vehicle Control Services to patrol the estate roads as they are licensed by DMV to issue fixed penalty notices. The meeting agreed that this service remained necessary to keep the estate roads clear for emergency vehicle access, as required by the insurers, and to ensure unauthorised vehicles parked on the estate were fined/towed away, same as they would be on public streets. SD to action. SD proposed, and the meeting agreed, to a quote for all the estate's communal drains to be flushed through and for road markings to be repainted. SD to action.
  
4. Any Other Business: The meeting agreed to the same Christmas bonuses to the estate's caretakers as last year. VO reported that some, but not all, residents of Maltings Place had received notices from LBH&F about a cycle hire docking station proposed in Imperial Road. All present thought that this would be a useful local amenity. The meeting agreed to RL's proposal to move the 'wait for gates to fully open' sign so it was more visible to drivers. SD to action.
  
5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 6<sup>th</sup> March 2013.

The committee thanked their Chairman for hosting the meeting which ended at 7.55pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 13<sup>th</sup> March 2013

Present: WC, RL, VO – Apologies for absence: WC, GV

1. Matters Arising: All matters arising from the last meeting had been attended to.

2. Financial Report: VO reported that all interim service charges sent on 1<sup>st</sup> October had been paid except one, with outstanding service charges dating back to before the property owner's death in January 2012. VO reported that she had agreed with the solicitor acting for his executor to wait until probate had been granted as there are no funds available to repay the Association. The meeting agreed that VO take steps to urgently recover all the monies and extra collection costs as soon as probate is granted. VO reported that the buildings insurance premium for the flats for 2013/14 was £12970.00, an increase of £366.61 from last year with no reduction on the excess for escape of water (£1500 per claim). VO to action. VO reported that expenditure was lower than predicted for the whole estate and there would be a small service charge repayment to the 14 houses and 16 hybrids but that expenditure for the 44 flats was a little higher than predicted and this shortfall would be collected with 1<sup>st</sup> April service charges. A discussion followed on sinking funds and RL requested that VO again made allowances for a higher contribution to the funds for 2013/14 when collecting service charges. VO to action.

3. Estate Management: SD reported on recent expenditure and estate management issues: SD reported that there was ingress of water through some of the blocks of flats roofs. The meeting agreed to the lowest of three quotes to replace the felt underneath the tiles. The meeting also agreed to the lowest quote for repair to the boundary wall. SD reported that she had discussed with LBH&F the possibility that the damage was caused by recent road works in Imperial Road, but LBH&F had photo evidence indicating that the damage preceded this. SD reported that a new motor was required for the Fulmead Street gates. SD to action.

4. Any Other Business: RL agreed to put information on the MRA's website that no individual aerials/satellite dishes were permitted to be put up anywhere on the estate. Per the terms of the leases, all connections had to be made only through the existing communal systems.

5. Date of Next Meeting: The date of the next meeting was scheduled for Thursday 11<sup>th</sup> July 2013. RL was thanked for hosting the meeting which ended at 8.05pm.