

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2014/15

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 3rd July 2014

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

1. Introduction: RL welcomed GA to the meeting, introduced everyone and VO provided some background information of the committee's responsibilities and the balance of the owner/occupier committee representing the interests of the estate, RL for the 14 houses, GV for the 16 hybrids and WC, VO and GV for the 44 flats.

2. Matters Arising: VO reported that all of the service charges/insurance owed from the executor of the deceased lessee had now been settled in full. SD requested that the meeting approve the go-ahead to replace the flats' time-lag switches to wall-mounted sensors as the contractor would have to revise his quote if the work was delayed any longer and the meeting agreed to proceed (£7373.40). WC's block would be done first to get feedback before the other five blocks were rewired. (SD/WC to action). SD reported on the progress of the repairs to the storm damage, scheduled for completion by the end of July. (VO to action insurance claim). SD reported that posts to stop the wind catching the doors of the bin store on the Bagleys Lane side of the estate had been done (£326.62).

3. Financial Report: VO reported that all service charges/insurance for the period 1/4/14 to 30/9/14 had been paid.

4. Estate Management: SD reported on recent expenditure and estate management issues: The meeting approved the quote from the estate's contractor to replace Shaftesbury Court's intercom system (£3399.60) as it regularly developed faults. GV proposed and the meeting agreed for SD to email the committee photos of the proposed fascia plate for approval and a discussion followed on whether to replace the other five blocks intercom systems as well as they were all some 30 years old. The meeting agreed that when any of the other five systems developed persistent faults as Shaftesbury Court's had, they would be replaced rather than repaired. SD reported that the bin shed door opposite Curzon Court was damaged beyond repair. The meeting approved the quote of £1237.00 to replace. SD reported that the Fulmead Street gates had been damaged and the ram needed replacing (£1350.00). The meeting also agreed to the gardening contractors' request for a 3% increase on their monthly charge to £1425.77. The meeting agreed that they continued to keep the grounds very well maintained.

5. Any Other Business: GA asked about a vehicle parked on the estate that looked abandoned. (SD to action). GV informed the meeting that he was refurbishing his property. SD pointed out that there were lease restrictions regarding any changes to the internal layout/walls.

6. Appointment of New Director: GA expressed an interest in joining the committee, RL proposed and the meeting agreed to the appointment. (VO to action).

7. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 26th November 2014. The committee thanked their Chairman for hosting the meeting which ended at 7.45pm.

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Minutes of Board Meeting held at 7pm on 26th November 2014

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

1. Matters Arising: SD reported that all of the electricians work on the time-lag switches was complete in all six blocks of flats and the walls made good, except Shaftesbury Court as there was an escape of water which needed to dry out first prior to redecorating. SD/VO reported that all repairs as a result of the storm damage were now complete and paid for by the MRA's insurer. SD reported that three flats in Shaftesbury Court were now connected to the new intercom system with problems of access to the inside of the other flats slowing completion of the works. SD reported that the abandoned vehicle on the estate, previously reported by GV, had been removed. VO reported that GA was now officially a director of the association and a co-signatory on its bank account.

2. Financial Report: VO circulated the audited accounts for the financial year 2013/14 and these, being approved, were duly signed. The meeting approved the reappointment of the auditors for the 2014/15 accounts and their audit charge of £2040.00. VO reported that all service charges/insurance for the period 1/10/14 to 31/03/15 had been paid, except one which was being chased.

3. Estate Management: SD reported on the appointment of a new estate caretaker and flats' common parts cleaner, who, conveniently, lives nearby and can be called to the estate at short notice if needed. SD reported that he was the first on the scene following the fire in the carport in Wellington Court and had helped to coordinate emergency repairs. VO reported that the MRA's insurer had approved the costs of all repairs (VO/SD to action). VO reported on the recommendations made by the fire assessor's safety inspection following the fire. VO reported that the last fire risk assessment for the six blocks of flats had been undertaken in 2007 and the meeting approved VO's suggestion to undertake a new fire risk assessment and to action any remedial measures recommended. (VO/SD to action). SD proposed replacing the estate gardening contractor following recent disagreements and a change to the regular gardeners who maintained the site. SD presented three quotes and the meeting approved the appointment of a new contractor to start in January 2015. (SD to action). SD reported that the communal aerial system of the whole estate, some 25 years old, was in need of renewal. Three quotes were presented to the meeting by approved, qualified contractors. MRA's regular electrical contractor was the cheapest quote at £14,100 for work by two engineers and all materials including lift hire, IRS equipment, cabling and support wiring. However, VO recommended that, for cash flow purposes, this work should be postponed until the next financial year and reviewed at the next meeting (VO to action).

4. Any Other Business: GV gave a vote of thanks to SD for above and beyond assistance to the smooth running of the estate, particularly in connection with coordinating remedial action relating to the fire in the Wellington Court carport.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 25th March 2015. The committee thanked their Chairman for hosting the meeting which ended at 8.05pm.

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Minutes of Board Meeting held at 7pm on 25th March 2015

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

1. Matters Arising: VO reported that all repair work had been undertaken following the fire in the carport in Wellington Court and that all the costs had been met by the flats buildings insurer. VO reported that a new fire risk assessment report had been commissioned for all six blocks of flats (starting with Wellington Court) to ensure full fire regulation compliance. SD reported that the remaining flats in Shaftesbury Court had now been connected to their new intercom system. SD also reported that the new gardening contractor had started work on the estate.

2. Financial Report: VO reported that all service charges for 2014/15 had been paid. VO reported that despite two large claims, the flats insurance premium had been negotiated down to £15887.00 (from an initial quote of £18729.00) but the escape of water excess was still £1500.00. The insurer has agreed to review this for 2016/17. VO reported that two new conditions had been attached to renewal, firstly that the MRA obtain an annual tree surgeon report and cut back trees as recommended (SD to action) and secondly that all flat owners must advise the MRA if their property is to be left empty for a period of 30 consecutive days. Flat owners who rent out their properties therefore need to advise their tenants of this condition. (All flat owners to action).

VO reported that the whole estate expenditure was about level with last financial year but due to unbudgeted expenditure for remedial electrical work to obtain the necessary NICEIC certificates for the six blocks, the flats expenditure for 2014/15 was higher than forecast and there was a collection shortfall of £109.99 per flat. GV and SD expressed the view that from their experiences of estate service charges elsewhere, the flats service charges and the amount collected for the sinking fund was too low and there was not enough a contingency for unexpected expenditure given the age of the estate. VO pointed out that one of the primary reasons service charges were so low compared to other estates is that the MRA did not appoint managing agents and instead undertook the management of the estate themselves saving every owner (including all the committee members) a considerable sum. A discussion followed on the amount saved to date in the sinking funds, and the meeting agreed that the flats sinking fund, which had far more frequent expenditure calls than the other two sinking funds, needed a greater cash infusion and the meeting agreed that the amount paid in should be £500 per flat for 2015/16 and for the next three financial years (VO to action).

3. Estate Management: SD reported on recent estate expenditure: Damaged mats had been replaced in Wellington and Nightingale Courts (£248); the side gate had been repaired (£456); there had been several call-outs for blocked drains in front of 1-14. The meeting approved a further £480 to investigate the cause; SD reported that the local authority had finally agreed to extra weekly recycling and rubbish collections and all agreed this was a good result thanks to SD's persistence. SD reported that new security spotlights had been installed in the alleyway (£423). SD reported on increasing problems with fly tipping, the police had recommended further CCTV surveillance and resident vigilance. VO to send a letter to all flat occupants and SD to vary the caretakers' hours to try to catch the responsible party (VO/SD to action). SD presented three quotes to the meeting for recommended remedial work for better floor separation in all the blocks of flats in the event of a fire, using

the fire resistant material recommended by the fire risk assessors. The meeting agreed that rather than appoint MRA's regular buildings contractor whose quote was the lowest, it would be better to appoint a specialist contractor who could guarantee the work. Their quote for £4801 (+ VAT) was approved by the meeting.

4. Any Other Business: VO advised the meeting that the house owner who had added a structure in their rear garden was to be notified that following complaints, the owner needed to paint the frame Sadolin Mohogany to match the windows/doors of the estate, as required in the leases. (VO/SD to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 29th July 2015. GV thanked SD and VO for all their work and the meeting thanked their Chairman for hosting the meeting. WC proposed and the meeting agreed that the next meeting, should be at a local pub for a change. The meeting ended at 8.10pm.