

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2017/2018

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 4th July 2017

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

1. Matters Arising: VO reported that the outside flats decorations were now complete and all agreed that the work had been done to a very high standard by the contractor. SD reported that the laminate wall protectors in the flats entrance halls had now all been replaced. VO circulated to the meeting the long-range expenditure forecast produced by a costing surveyor and all agreed this would be a great help to ensure all the sinking funds were built up to meet necessary extra expenditure anticipated for the next ten years as a result of the age of the estate (as well as the scheduled exterior and interior maintenance required in the flats leases, next due 2020 and 2024 respectively).

2. Financial Report: VO reported that all service charges had been paid for the period 01/04/17 to 30/09/17 (except one, scheduled for payment on 17/7) and that the accounts for year ended 31/03/17 had been submitted to the accountants for audit. VO circulated to the meeting an annual estimated forecast of expenditure for 2017/18 together with the positions of all the bank accounts. VO proposed and the meeting agreed to increase the projected request for service charges for each of the flats from £1400 to £1600 for the period 01/10/17 to 31/03/18 to allow for the increased sinking fund expenditure (VO to action).

Following the fire at Grenfell Tower, VO proposed and the meeting agreed that a letter should be sent out with the 01/10/17 service charges to all flat owners to firstly reassure everyone that the MRA was in compliance with all the fire health and safety regulations governing blocks of flats and secondly to advise owners and their tenants of fire prevention requirements which needed to be implemented and adhered to at all times (VO to action).

3. Estate Management: SD reported on recent estate activity and expenditure: The gates to Fulmead Street had required repairing at which time the engineer had reported that new hinge systems were required on both sets of gates to meet new safety requirements standards (SD to action). SD proposed and the meeting agreed that rather than continually replace damaged metal signs on the parking bays, each bay should be painted with a template sign instead (SD to action). SD reported that LBH&F's contractor had met the cost of a repair to one of the bin store doors (evidenced on CCTV). SD also reported that the TV contractor had upgraded the CCTV TV monitor at no charge. SD reported that the cost to repair the damage to the communal hallway in Curzon Court would be met by the property owner as it had been caused by his tenant. SD reported that due to wear and tear all communal door handles had been replaced in the six blocks of flats. SD finally reported that graffiti had been removed on the Imperial Road-side exterior boundary wall.

4. Any Other Business: A discussion followed on the circulation of minutes of the meetings which historically had always been circulated by VO to property owners on an annual basis (posted on the MRA's website since 2010 at financial year end). GA and GV proposed that the minutes be, firstly, circulated to the committee prior to each meeting and, secondly, posted on the website after each of the meeting, once the content had been agreed. VO

reported that this could not be reliably undertaken due to a heavy workload so proposed that WC take and produce minutes at the next meeting. WC agreed to consider this.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 4th October 2017, again at 6.30pm*. RL was thanked for hosting the meeting which ended at 8.10pm.

*The date was subsequently changed to Wednesday 1st November 2017 at 6.30pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 1st November 2017

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

1. Matters Arising: VO confirmed that the flats 01/10/17 service charges had been duly increased as agreed at the last meeting and a letter had been sent with the requests for service charges to all property owners confirming the fire prevention requirements which needed to be adhered to at all times. VO also confirmed that all service charges had now been paid for the period 01/04/17 to 30/09/17. SD reported that the new hinge and sensor systems required to meet new safety standards on both sets of gates had been completed. VO reported that there was no word back yet from the freeholder regarding the lease for the amenity land (VO to follow up). Since WC did not want to take up the option to take the minutes at meetings, VO agreed to continue and ensure the minutes of the previous meeting were circulated beforehand.

2. Financial Report: VO circulated to the meeting an annual estimated forecast of expenditure for 2017/18 noting that due to the unscheduled expenditure on both sets of gates (£14088.00), the projected sinking funds at year end would be lower than forecast. The flats sinking funds had also been depleted as funds had not only been released as scheduled for both inside and outside decorations which both fell due in the same year (completed 2017) but also for unscheduled remedial roof, gutter and skylight repairs undertaken while the scaffolding was in place.

The audited accounts for 2016/17, having been previously circulated, were duly approved by the meeting and signed, with a change of wording on page 2 (changing 'profit' to 'surplus') requested by RL (VO to action).

3. Estate Management: The meeting agreed, firstly, that the estate gardens, caretaking and flats cleaning were being maintained to a very high standard thanks to SD's vigilance. Following a survey of the estate drains (£168.00), the meeting approved SD's quote for £3320.00 (+ VAT) for remedial works. The meeting also approved SD's quote of £1900.00 (+ VAT) for extra estate CCTV cameras (SD to action). SD reported that annual electrical certification for the blocks of flats emergency lighting (£5374.68) had been completed and remedial work to the alarm system panels in three blocks (£3906.00) had also been completed. SD also reported that the cause of an escape of water affecting two flats had been identified as coming from a common part soil pipe, now repaired and the costs, together with remedial works to both properties would be met by buildings insurance less £1500.00 claim excess (VO to action). SD reported that the estate bin store house roof structure had been repaired and both bin stores re-felted (£2950.00). SD reported a resident complaint about an Airbnb rental in one of the flats. SD had alerted the property owner who was unaware his tenant was sub-letting against the terms of the lease and would take action. SD reported that common parts carpets had been cleaned in Wellington Court and repairs undertaken to the common parts hallway in Curzon Court, both paid for by the property owners responsible for the damage. Action was also being taken regarding a flat whose tenants had a dog, against the terms of the lease. SD reported that Serco had again agreed to repair a bin door damaged by refuse collectors and had also replaced one of the dustbins with a broken wheel. SD reported that a supply of grit was on hand for any icy weather and that a replacement leaf blower had been purchased for the caretaker to keep the estate roads and pavements cleared.

Finally, the meeting approved replacement noticeboards for all six blocks of flats (SD to action).

4. Any Other Business: The meeting approved the plans submitted by one of the house owners for a rear extension exactly matching in length, height and construction that of the immediate neighbour's extension. The meeting approved an extra payment to SD and VO of £1000.00 each to cover the exceptional workload during 2017 of site supervision and research into health and safety compliance.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 7th March 2018, again at 6.30pm. RL was thanked for hosting the meeting which ended at 8.20pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 630pm on 22nd March 2018

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

1. Matters Arising: VO updated the meeting on the progress of drawing up a new lease of the amenity lands between the MRA and the Lessor mirroring the existing lease dated 8/9/86 which was never submitted to Land Registry. The meeting approved the proposed letter to be sent out with the 1st April service charge accounts seeking the agreement of all the MRA shareholders to enter into the new lease (VO to action). GA thanked VO for all the work undertaken in this regard. VO reported on SD's behalf that the installation of extra CCTV cameras and remedial works to the estate drains, approved at the last meeting would be completed by the next meeting (SD to action). VO reported that the audited accounts for 2016/17 had been filed with the wording correction on page 2. VO reported that the tenants with a dog – against the terms of the flats' leases – had now moved out. VO reported on SD's behalf that all the flats notice boards had now been replaced.

2. Financial Report: VO reported that all service charges had been paid except one (VO following up). VO circulated to the meeting the actual income and expenditure figures for 2017/18 (subject to audit) which showed an over-collection of £1840 which would be reimbursed to shareholders with 1st April service charges. VO also circulated the projected income and expenditure figures for 2018/19 which the meeting approved subject to an increase to the flats sinking fund contribution to boost the fund to allow for long-range expenditure commitments (VO to action). VO circulated to all present forms for signing regarding D&O insurance and VO reported on the premium for the flats buildings insurance noting that insurance tax had been increased (again) up from 10% to 12%. A discussion followed on terrorism cover which both GA and GV, with experience of managing multi-occupancy buildings recommended and the meeting agreed to add this cover (VO to action).

3. Estate Management: The meeting agreed that the estate gardens, caretaking and flats cleaning were being maintained to a very high standard thanks to SD's vigilance. VO read SD's report to the meeting of recent estate management activity: All replanting planned for the autumn had now been completed. Wellington Court was having ongoing problems with the intercom system and it was SD's recommendation to replace the system (as per Shaftesbury Court). The meeting approved the quote of £3400 (+ VAT) for this (SD to action) but the meeting agreed that the other four blocks' systems should only be replaced when repairing them proved ineffectual. Repairs as a result of an escape of water between two flats in Wellington Court had now been undertaken, paid for by the insurers (less £1500 excess). A damp patch in the common parts corridor as a result of a previous leak in Tennyson Court had been treated and repaired. Repairs had twice been made to the Fulmead Street gates but at no charge to the MRA as the cost was covered as part of the recent safety upgrade. The gates had also been left open during the snow to avoid them jamming. The caretaker had gritted the roads and cleared the snow during this period. SD proposed and the meeting agreed to repair and repaint the boundary wall. A discussion followed on whether to change the paint colour to a darker shade but GV reported that no matter what colour the wall was painted, it would not deter graffiti. The only remedy for graffiti is to paint over it quickly so the 'tag' is not visible for any length of time which attracts further graffiti, a policy the MRA would continue to implement. SD proposed and the meeting agreed to jet pressure the estate pavements to clean off the green mould present on some pavement areas.

4. Any Other Business: VO proposed and the meeting agreed to sign a change of details form with Santander, the MRA's bank, changing cheque signatories from two to one to allow for VO to pay suppliers online.

5. Date of Next Meeting: The date of the next meeting was scheduled for Monday 2nd July 2018, at 6.30pm. RL was thanked for hosting the meeting which ended at 8.25pm.