

RECORD OF MEETINGS HELD FOR FINANCIAL YEAR 2015/2016

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 29th July 2015

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

1. Matters Arising: VO apologised to the meeting that the letters to all residents to advise them about CCTV on the estate and the need to be vigilant/take photos of anything suspicious/call the police had not been done (VO to action). SD reported that the remedial floor fire separation work on all blocks of flats had been completed and a new fire risk assessment report had also been undertaken. SD reported that the contractor scheduled to undertake the renewal of the estate's TV system had increased the quote approved by the committee in November 2014. The meeting therefore approved the quote of the second contractor out of the four submitted (SD to action).

2. Financial Report: VO reported that all service charges had been paid for the period 01/04/15 to 30/09/15 and that the accounts for year ended 31/03/15 had been submitted to the accountants for audit.

3. Estate Management: SD reported on recent estate expenditure: Two bin doors had been damaged and repaired. A crack in the perimeter wall had been repaired and repainted. The Fulmead Street gates had been damaged and repaired. Damaged bollards outside Shaftesbury and Nightingale Courts had been reset and all flat communal area carpets had been steam cleaned by an outside contractor to remove some unsightly stains. SD reported that a mobile shed had been installed - at no cost to the estate - by MRA's gardening contractor to temporarily store garden materials while they were on site. SD reported continuing problems in the blocks of flats with, firstly, washing/items hanging out of flats' windows and secondly, residents' personal items being stored in the common parts areas. SD assured the meeting that the caretaker was checking common parts corridors, cupboards and exits to keep them free of obstructions for the safety of all residents. SD showed the meeting a log kept by the caretaker of his work schedule, and the division of his time between the flats and the estate to ensure that the amount charged to property owners remained consistent. The meeting agreed this was a good initiative and a useful record of his activity.

SD presented to the meeting three quotes to undertake remedial work to the 14 lampposts on the estate, now some 30 years old. The meeting approved the lowest quote (SD to action).

The meeting agreed that the gardens on the estate were being very well maintained by the new contractor. The meeting agreed to have the contractor improve the two plant beds opposite Shaftesbury and Curzon Courts (SD to action).

4. Any Other Business: VO advised the meeting that the appointed assessor for the fire risk report had pointed out that the requirement for fire extinguishers on each floor of the flats common parts corridors had now been abandoned as a fire safety requirement in blocks of flats. Since the MRA expended on their maintenance,

replacement and repair, the meeting considered whether to remove them, particularly on the ground floor where they were frequently used to prop open the main front doors to the blocks of flats by outside contractors. The meeting agreed to take no action until VO had verified this information further, particularly with the flats' buildings insurer (VO to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 25th November 2015 (subject to this being agreeable with GA and GV). WC thanked SD for all her work on everyone's behalf and thanked RL for hosting the meeting. The meeting ended at 8.00pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 26th November 2015

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

1. Matters Arising: SD reported that work on the lampposts had been delayed as the contractor was waiting for spare parts but these had now been received and the balance of the work was expected to be complete by the end of next week.

2. Financial Report: The accounts, having previously been circulated, were approved and duly signed (VO to pass to accountants for filing). VO reported that all service charges had been paid for the period 01/10/15 to 31/03/16 except for two, both in the hands of managing agents who sometimes took longer to process payments, but VO was chasing up (VO to action). GV proposed, and the meeting agreed, that an updated long-range forecast of expenditure would be useful to anticipate, as much as possible, the long-term funding requirements of the sinking funds. (VO and RL to action).

3. Estate Management: SD reported that the major works to renew the estate's communal TV system was now complete. The meeting agreed that the contractors had managed the project very efficiently and the engineers were all very helpful. The meeting agreed to enter an annual maintenance contract with them and approved their quote of £1075.20 per year for their lowest cost package. (VO to action for 2016). SD reported that the Fulmead Street gates had again been vandalised costing £2300 (+ VAT) to repair. The meeting approved SD's lowest quote of £2800 (+ VAT) to activate new sets of cameras on the estate to help prevent/deter unwelcome visitors, vehicle damage to the fabric of the estate including frequent damage caused by the refuse collectors to the bin store doors (SD to action). SD reported that remedial electrics works of corroded wiring in Shaftesbury Court had been complete but redecorating would require a professional contractor as the work had extensively damaged the fabric of the communal corridor walls.

A discussion followed about the general state of all the communal parts areas of the six blocks of flats and the meeting agreed that due to the considerable wear and tear on the walls in particular, the long-standing policy of touching up the internal decorations every four years, rather than waiting the full eight years when it was required to be done in the leases should continue. SD confirmed the cost would be approx £8500 with the balance completed later in the year. The meeting further agreed that the top floor grilles present in some of the blocks should be replaced with ones that could be easily accessed by the caretaker to remove any fallen debris and the stair treads in all six blocks should be professionally cleaned (SD to action).

SD reported that she was in the process of getting estimates for outside decorations of the flats woodwork, gazebo, plus the communal bin stores' woodwork due to be undertaken in 2016. SD reported that with the estate's regular contractor now, unfortunately, unable to undertake any more work on the estate, the cost was likely to be higher not least because of the necessity of extra remedial repair work to some of the woodwork, particularly the window frames most exposed to the elements. A discussion followed based on GA and GV's experience of property management that

given the age of the estate, they estimated that the woodwork was close to reaching the end of its lifespan and would deteriorate despite regular maintenance. VO reported that quite a number of property owners had already had to replace their window glazing as the seals were beginning to fail. The meeting agreed to investigate and cost the replacement of all the blocks of various sized flats windows in no-maintenance UPVC material which could closely match the existing look. The replacement cost to the flat owners would eventually pay for itself over time as outside maintenance costs would be greatly reduced. (SD, WC and GA to action).

4. Any Other Business: RL assured the meeting that he would attend asap to both his front garden and respond to his immediate neighbour's complaint about his rear garden.

VO and WC reported on further developments regarding a flat owner's sudden verbal and lengthy written catalogue of complaints begun last month regarding just about every aspect of the running of the estate. The meeting agreed that the content of these communications were libellous inasmuch as they contained false information and allegations that the directors were not collectively fulfilling their obligations under the terms of the leases to manage the estate. GV proposed immediate legal action against the flat owner if she persisted, the meeting unanimously agreed.

GA proposed, and the meeting agreed, to an annual increase of 5% in respect of bookkeeping, accounting, secretarial services and administration paid to VO and SD.

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 24th February 2016. VO thanked RL for hosting the meeting. The meeting ended at 8.45pm.

THE MALTINGS RESIDENTS ASSN. LTD.

Minutes of Board Meeting held at 7pm on 24th February 2016

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

1. Matters Arising: SD reported that work to upgrade the CCTV cameras was scheduled to be completed by next week. SD reported that all blocks common parts walls had been repainted and the grilles replaced in Shaftesbury, Curzon and Tennyson courts. SD reported that the main bin doors had been replaced and repainted and that the refuse collection contractor had agreed to meet most of the cost.

2. Financial Report: VO confirmed that all service charges had been paid for the financial year 2015/16 and that the accounts for 2014/15 had been filed. VO confirmed that by the next meeting an updated long-range forecast of expenditure would be prepared together with bank account positions as requested by GA (VO to action). VO reported details of a meeting with the flats' insurance broker but the amount of the flats buildings insurance premium had not yet been confirmed by the insurer. However, VO reported that the buildings insurance cost would definitely be higher than last year because of an increase in the Government's insurance premium tax, up from 6% to 9.5% effective 1st April. VO also proposed to find out the cost of a surveyor's report to assess whether the set index-linked rebuilding cost for the blocks of flats needed revising (VO to action). VO reported that estimated service charges for the next financial year would be set at 5% higher in anticipation of general increased costs given the age of the estate. (VO to action).

3. Estate Management: SD showed the meeting window samples from three suppliers and the meeting approved the one recommended by WC as it most closely matched existing windows at the best price. VO to formally notify all the flat owners the MRA's recommendation to replace their windows – but only with the exact specification of window approved at the meeting – as given the age of the wooden frames and (for some) intense exposure to the elements and the sun, maintenance was no longer effective and glass seals were beginning to fail (VO to action). SD presented three quotes for flats' outside decorations for £43,000, £26,750 and £23,600 (excluding VAT). SD proposed, and the meeting agreed, to delay these works until formal notification had been sent to all flat owners regarding replacing their windows as this could reduce the cost of outside decorations scheduled under the leases for 2016.

4. Any Other Business: GA reported that the new lamppost lights did not match existing and were not bright enough (SD to action).

5. Date of Next Meeting: The date of the next meeting was scheduled for Wednesday 20th July 2016, assuming this suited WC and GV. VO thanked RL for hosting the meeting. The meeting ended at 8.10pm.