

Windsor Road (Swindon) Residents Limited

15 Windsor Road The Lawns Swindon SN3 1JP
Tel 0330 600 1402 Direct 01793 230498
www.broughtongrange.rmcweb.site

Minutes of directors' meeting held at The Marriot Hotel, Swindon 9th May 2017 at 2.00pm

Attendees:

Claudine Barber - director
Deborah Guyatt - director
Margaret Holden - director
Beryl Howe - director
Diana Morris - Managing Agent
John Morris - Managing Agent

In Attendance:

George Rudnik - member

1. Minutes of Previous Meeting

Minutes of last meeting on 1st February 2017 were distributed and approved.

It was agreed that matters arising not dealt with under the agenda would be considered under Any Other Business.

2. Accounts

The accounts for the period to date showing income and expenditure and balance sheet items were distributed to the attendees.

3. Debtors

A list of outstanding service charges by flat owner was reviewed and discussed. Five members owe payment of £200 for the final quarter, and five have final monthly instalments left to pay. All other members have paid in full apart from one owner who has recently died. The outstanding service charge should be paid when the flat is sold. Reminder letters will be issued shortly.

4. Electricity Supplier

The electricity supplier has been changed to Green Energy UK who do not charge a monthly standing charge per meter on site and therefore this should reduce electricity costs by about 30%.

5. Insulation

The problem with the escaping insulation beads in flat 5-8 has been remedied by re-siliconing the communal windows that had been poorly sealed.

6. Cleaners

Following a review of the cleaning of the communal areas on the site the cleaners were changed to 'Clean4you' who quoted £178.00 per month for fortnightly cleaning compared to the previous cleaners who were charging £184.80 for one clean per month

7. Gardening

At the previous director's meeting, the management company was instructed to review the gardening contact as residents had expressed concern about the quality of the service. As requested a quote was obtained from Stratton Gardening Contractors at £380.00 per month which compared to £384.00 per month for the existing gardener. The director's agreed that there were issues with the current gardeners including not tending to brambles and nettles within the hedging, etc., and asked that the management company contact the gardeners with a list of the areas they would like improved within three months. If the site fails to be brought up to a standard acceptable to the directors and leaseholders, it was agreed that the current gardeners should be given notice and a new gardener engaged.

8. Waste Disposal

Following numerous telephone calls to the council and a site visit from the Council Waste Collection Liaison Representative (CWCLR), he advised that the problems with missed rubbish collections were caused in part by the changing of the systems and rounds by the council who had missed Broughton Grange from the new rota. Options to improve collections were discussed and it was decided that to help to alleviate the problem the small individual containers for different coloured glass will be replaced with one larger container for mixed glass as the Council now deal with the coloured glass in a different way. The CWCLR agreed that we will continue to monitor the situation and contact him should the problems continue. Last week the Council failed to collect the cardboard recycling and as a result the bins are again overflowing. This was reported as a missed recycling collection.

9. Pest Control

Rats were reported in the cavity wall in block 9-13. A pest controller was called to remedy the situation and no further reports have been received. The pest controller recommended that if the situation continued a trench should be dug around the outside walls of the blocks of flats and filled with pea shingle as this is virtually impossible for rats to dig through and gain access to the cavities. It was agreed that the situation be monitored and if further reports are received then an ongoing programme of pest control should be considered.

10. Car Park Markings

On examination of the site plans it has been determined that the numbering above the spaces in the car park area is incorrect. There are three spaces in the car park that are very narrow due to concrete collars surrounding the support posts. It was agreed to mark the spaces with "T"s on the ground and to raise the issue of correctly numbering the spaces at the next Annual General Meeting (AGM).

11. Porch Ceiling Repairs

The asbestos report identified that the textured (artex) ceiling in both the internal communal and the external porch area contain minimal amounts of white asbestos. In the internal communal areas no action is currently necessary as the ceilings are undamaged and not exposed to the elements. The situation will be monitored to ensure that action is taken should any damage to these areas occur. However, due to weathering several of the porch ceilings are flaking and some are in a poor condition. Two of the seven porch ceilings have previously been boarded over on top of the artex ceilings leaving the asbestos containing material in place. Quotes for repairing the remaining five ceilings have been obtained and were distributed to the members.:

i One was for a total of £1,595.00 + £100.00 for any ceiling too damaged to re-plaster should it require re-battening and boarding. The quote includes the removal of the asbestos containing material by a licenced asbestos contractor.

ii The second quote was for £3,250.00 for installing false ceilings over the existing ceilings but not sealing or removing the asbestos. Due to the ceiling being lowered there is a possible additional cost for electrical work to extending the wiring for the communal lights through the new false ceilings.

The meeting agreed to proceed with the first quote received from Independent Fireplaces as it was less expensive and the asbestos containing material would be removed. The managing agents were asked to instruct the contractor as soon as possible and once a date for the commencement of the work is received to notify residents.

12. Roof Repairs – 34

Following a report from the owner of continuing water ingress through the roof into the window area quotes have been obtained for repairs and were distributed to directors at the meeting. Following detailed consideration of the quotes it was agreed to accept the quote from NJ Roofing for £1,500.00 for stripping off the bay roofs, re-battening and boarding and providing a triple system felt roof. The managing agents were asked to instruct the contractor as soon as possible and once a date for the commencement of the work is received to notify residents.

13. Police Email and CCTV

Copies of an email received from the Police Community Support Officer (PCSO) concerning the ongoing problems of youths congregating in the lower canopied car park area were distributed to the meeting. This suggested that as a deterrent and to aid in identification of offenders that a working

CCTV system should be installed. The PCSO also urged residents to call the police when the disturbances are taking place rather than a few days later.

The directors considered the recommendations together with a quotation received from a CCTV installer that was distributed to the meeting.

The installation of CCTV cameras was agreed to ensure the safety and security of residents and their property and it was agreed to accept quote from Alate Ltd of £660 for CCTV camera installation for one camera to cover the main entrance plus two additional two cameras at £175 or £125 each depending on the level of resolution required.

It was noted that remote internet access to download footage would be required at an annual cost of £240.

14. Electric Gates

At the previous meeting a director suggested that to provide additional security of the site and deter youths congregating on the site that electric gates could be installed. Two quotations were obtained and distributed to the members. A discussion on the merits of the gates followed and was agreed to recommend installation once funds are available. Meanwhile the situation will be monitored and reviewed after the CCTV system is installed to determine whether that on its own is a sufficient deterrent. Access to the site by non-residents (including relatives and carers) was discussed and it was agreed that some form of access control would be required in conjunction with the CCTV and electric gates. The final decision on access systems will be made when sufficient funds are in place. It was agreed that the main gate should be installed at the main site entrance as it would help secure the whole site and have the added benefit of preventing the access for fly tippers using the bin area. The cost for installing the gates at the lower entrance to the car port area was considerably more expensive due to the slope and the larger width. The directors agreed that the pedestrian gates would also need to be secured to prevent unauthorised access. It was agreed that the proposal should be put to the AGM for consideration by leaseholders. Due to the high cost involved, the consultative process of Section 20 notices will have to be instigated, when funds are available.

It was noted that in addition to the gate installation costs there will be a cost to provide an electricity supply to the gate motor together with ongoing maintenance. Further quotations will be obtained for carrying out this part of the installation at the appropriate time.

15. Service Charge

Director's expressed concern about the low level of service charge funds currently being held in reserve. The directors agreed to propose that the service charge should be increased to £880.00 with the offer of a £60.00 discount available for prompt payment on or before the due date. The intention being to aim to increase service charge reserves to a level equal to about two years of service charge income in order to meet unexpected and variable future costs. The director's agreed that in order to meet the cost of electric gates that an additional amount of £200.00 should be charged on the service charge for the next two years to create a sinking fund to help cover the cost of installing electric gates estimated at about £15,000. The directors agreed to propose to members at the AGM that the Service Charge should be £1080.00 for the year commencing 24th June 2017 less a £60.00 discount available if paid in advance.

16. Intercom and Door Entry Problems

The intercom system and time clock on block 32-34 are no longer working and needs to be replaced. It was agreed that a new door entry control system should be installed to provide additional security to the residents. A quote from Alate Ltd was distributed to the directors for an access proximity fob based system. It was noted a lock had to be changed recently in another block and the replacement keys for the residents and cleaners had cost £48.00. A proximity fob based system will be more secure and eliminate lost key problems. On the advice of the crime prevention officer the new system will not have a trade button as this defeats the aim of ensuring that the building is secure at all times. Authorised visitors such as the postman and cleaners will be allocated entry fobs. The directors considered this was preferable to spending funds continuing to maintain the existing system and accepted the quote for £839.00. It was agreed that the entry systems on the remaining blocks will be upgraded when they require maintenance.

17. Interest rate on funds held on deposit

Most of the service charge funds have been moved to an interest paying deposit account. The interest rate received is due to fall from 0.85% to 0.55% in June 2017. This rate is still considered competitive for funds held on no-notice deposit.

18. AOB

A request from a resident seeking permission to install a stair lift at their own expense was considered. Following careful consideration it was agreed that permission would not be granted. It was agreed that the managing agent should issue a reply to the leaseholder on behalf of the directors.

19. Date for Annual General

It was agreed that the AGM should be held on either the 12th or 13th June 2017. A director offered to liaise with the Lawn Community Centre to endeavour to book one of the meeting rooms. Once a venue has been booked, all leaseholders will be invited to attend.

There being no further business the meeting closed at 4.45pm