

Windsor Road (Swindon) Residents Limited

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Minutes of directors' meeting held at 19 Broughton Grange, Swindon 20th February 2018 6pm

Attendees:

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

Apologies:

Deborah Guyatt - director

1. Minutes of Previous Meeting

Minutes of last meeting on 8th May 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. The managing agent is in contact with all leaseholders who are in arrears and is working to ensure that all debts are collected by the end of the financial year.

4. Maintenance

Gates

Following enquiries from one of the directors the management company have undertaken further investigation and due diligence concerning the manufacture and installation of the gates and their automation. Force test certification will be required and the original automation company chosen by members at the AGM is not registered with Gate Safe. Despite requests that they undertake this accreditation process they have declined. Therefore, it was decided to appoint the next preferred automation company as it is correctly registered and conforms to all the latest government safety legislation. Whilst this will cost more it will ensure the safety of residents and vehicles using the automated gate.

Gardening

As instructed by the directors at the last meeting the gardeners were given a final chance to improve the condition of the site but unfortunately, despite requests they would not meet us on site to discuss issues. Therefore they were dismissed and a new gardener, recommended by a director, was engaged. During visits to the site earlier in the year it was obvious that the new contractor had not commenced. On checking with the contractor he advised that he had been seriously ill in hospital and did not think that he was physically in a fit state to undertake a gardening contract of this size. The management company approached a contractor that they have engaged on other sites and he agreed to undertake the contract on a temporary basis for three months. It was agreed that there is already an improvement in the site and he is maintaining the underground car park as part of his duties. The directors agreed that the new gardener should be engaged on a permanent basis should he be willing.

5. AOB

A report was received that rubbish from no. 31 has been left in the bin store in the visitors' car park. The management company has contacted the owner and they have agreed to remove it as soon as possible.

6. Date for Annual General

It was agreed that the AGM should be held in either July or August 2018 depending on availability of the Lawn Community Centre room. A director offered to liaise with the Lawn Community Centre to endeavour to book one of the meeting rooms.

There being no further business the meeting closed at 8.20pm