

The Grange Freeholders Limited

15 Windsor Road, Swindon SN3 1JP

Tel 0330 606 1402

www.thegrange.rmcweb.site

Minutes of Directors' Meeting of The Grange Freeholders Limited held electronically

on 28 February 2021

Present:

F Nouri

F Tindale

Attending:

Paul Zukiewicz

Apologies:

R Stevens

M Hughes

1. Welcome and Introductions

Fiona Nouri chaired the meeting and welcomed those attending confirming that the meeting was quorate as there were at least two directors present.

2. Managing Agent

Given recent unacceptable abusive phone calls to the Managing Agent by one of the members, for which the directors had to issue an apology on behalf of the company, all members are requested to send any concerns or emails to the 3 directors in the first instance, or in the case of emergency call 0330 606 1402 or log the issue on the area dedicated to this on our website <https://thegrange.rmcweb.site/index.php/contact-us/>

It was agreed that members should work on improving engagement and communication lines between the directors, members, and the managing agent in an open and polite manner.

RS was thanked for his efforts in trying to obtain information regarding National Self Build and research of management companies.

3. Section 20 for roof repairs

The second Section 20 Notice has been served. In addition, scaffolding is due to be erected shortly to undertake minor repairs to the chimney (CH1 on the Survey).

It was agreed that the company should consider undertaking a top-up survey of the roof. FN has requested a costing for this from Chedburns but has yet to hear from them.

FT requested basic quotes for just the lead roof replacement, for the future Section 20 roof tender comparison purposes. It was agreed that in the interests of speed, FN will ask the managing agent to contact Brunel Roofing to do this when they undertake the current Section 20 works as they are familiar with the roof and able to estimate the square footage. Brunel

Roofing will be asked to estimate for lead, lead alternative and/or any other recommended solutions ensuring longer-term waterproofing. FN noted that she would like the lead roofing above Flats 5 and 2 to be completed no later than August 2021. This requires the Section 20 Notice to be served very soon as the timings are already very tight.

4. External window frame redecoration

FT and PZ have recently obtained quotes for repainting of their windows. External decoration is sorely needed, many of the window frames at The Grange are now in poor condition, the building was last redecorated in 2015/16 at a cost of over £3,000. FN suggested issuing a Section 20 Notice for the whole building as the management company is responsible for all the external window frames and exterior sills. It was hoped that this could be met from next year's budget together with the urgent roof repairs.

It was agreed that FN would contact the managing agents regarding this. As soon as the first Section 20 Notice is served FT and PZ will forward the details of the company, they obtained their quote from to tender for the whole building.

5. Service Charge 2021/22

A one-off annual fee for 2021/22 year of £10,000 was agreed. The directors felt that this will cover both normal day-to-day maintenance costs and an increase in the reserves for emergencies. This should provide about £8,500 per flat (i.e. £10k each less the usual annual costs of general maintenance/sinking fund etc.) towards urgent roof works and exterior decorating of the outside of the building to protect the window frames etc. from further damage, while preserving the sinking fund. (i.e. a total of approximately £51,000).

As usual, members will be able to choose how this is paid, for example, monthly payments/one off payments although at least half the money will be required by September 2021.

6. Any other business

It was agreed that now that roof works are going forward, FN will invite members to reimburse their share of the costs for the Chedburn's Survey she commissioned. It is already in the public domain as it has been used to obtain tenders via Section 20 and will be used in future for such tenders.