

The Grange Freeholders Limited

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Minutes of Annual General Meeting of The Grange Freeholders Limited held at

6.30pm on 17th October 2018 at

The Cold Harbour, Ermin Street, Swindon SN26 8DJ

Present:

H Cowling
M Hughes
Diana Morris
John Morris
F Nouri
R Stevens
J & F Tindale
P Zukiewicz

Managing Agent
Managing Agent & Company Secretary

Attending:

M Kriegler
L A Neesh
R Neave

Apologies:

P Michaelis

1. Welcome and Introductions

John Morris chaired the meeting and welcomed those attending confirming that the meeting was quorate as there were at least two members present and introduced the managing agents, Diana Morris and himself.

2. Minutes of previous meeting

The previous Annual General Meeting (AGM) was held on 14th June 2017. The minutes were produced and agreed as correct.

The invoices for expenses, bank statements and accounts were made available to the meeting.

3. Formal Resolutions

Resolution 1:- To accept the Section 20 Notice relating to roof repairs.

The meeting discussed at length the proposed works to the roof to the dormer door and to No. 5 near the chimney and decided that they should not proceed at the present time. The owners of Flat 4 and Flat 5 are concerned as they are experiencing considerable leaks every time it rains.

Two members are adamant that the remedial work to the roof should not be undertaken and a more expensive repair programme be commenced. Quotes had been obtained from two professional roofers to undertake the Section 20 work. Mr Hastings was also requested to provide a quote for the same work as detailed in the Section 20 Notice. However, his quote detailed minor repair work instead and was therefore not included in the Section 20 quotes and contractors submission. A lengthy discussion followed but no agreement was forthcoming. Finally as a compromise a member suggested that she would engage a surveyor to carry out a complete investigation of the roof of The Grange and provide recommendations, at her own expense. However, she commented that she hoped that the other leaseholders of the building would contribute to the cost for the survey. The members present agreed to this action and would liaise and assist with access arrangements. A member said that these leaks have been ongoing for years and she preferred that this time they would also be properly attended to by a professional roofer.

A further leak has recently been reported to Flat 6. This is a separate part of the roof to the other problems. A contractor had been engaged and the work to repair this leak is due to be undertaken shortly.

It was also agreed that regular gutter cleaning and roof inspection would continue.

The Election of Directors:-

Owing to the sale of Mr Adair's flat he is no longer eligible to be a director.

It was therefore decided to propose all leaseholders as directors at this meeting and appoint those members willing to stand.

Resolution 2a - Mr A Barakate declined to stand as director

Resolution 2b – Miss H M Cowling declined to stand as director

Resolution 2c – Mr M G Hughes declined to stand as director

Resolution 2d – that Mrs F Nouri be appointed as director – all members agreed

Resolution 2e – that Mr R Stevens be appointed as director – all members agreed

Resolution 2f – that Mrs F Tindale – be appointed as director – all members agreed

Resolution 2g - Mr J Tindale declined to stand as director

Resolution 2h – Mr P Zukiewicz declined to stand as director

4. Review of accounts

The accounts were previously made available on the company website and further copies made available at the meeting. The meeting discussed the accounts and expenditure for the previous year.

5. Service Charge Arrears

John Morris advised the meeting that the services charge payments are all fully paid apart from one owner who is paying in instalments.

6. Freehold No. 4

The new owner of No.4 had expressed an interest in buying a share of the freehold. This was welcomed by members. It was noted that this would enable loans made by the leaseholders at the time to be repaid to the current leaseholders of those flats.

7. Maintenance

a) Roof Leaks

During the year roof leaks to flat 4 above the bathroom and flat 5 under the chimney were reported. Following quotes being received and with the approval of the director, contractors were instructed to carry out the repairs. Scaffolding was required to carry out the roof repairs and the total cost of the work was £1,500. John advised the meeting that an email had been received the day before the meeting to advise that there is an additional leak in the roof above number 6. A member advised that historically there had always been a leak in that part of the roof with water running down the windows at various times. It was suggested that the skylight may be a contributory cause of the problem. Brunel Roofing will attend to the leak above No.6 and check the temporary tarpaulin over the dormer door and clear debris from the roof and gutters at the same time.

b) Electricity Supplier

The electricity supplier was changed to Green Energy as they do not charge a standing charge. However, during the course of the year they have written to all of their no standing charge customers and advised them that they are withdrawing that tariff. The electricity supplier was therefore transferred to Ebico who offer a no standing charge tariff.

c) Pest Control

During the year the pest controller has visited the site on a number of occasions to address the problem of bees in July 2017 and wasps in November 2017.

h) Gravel

The gravel requested at the last AGM was ordered, delivered and spread over the thin patches to the front right hand side of the front door.

i) Gardening

At the previous AGM the director, Simon Adair, was dissatisfied with Countrywide's standard of gardening on the site and felt that it severely impacted on the cosmetic appearance of the building. The grass cutting had been poor and the hedges have been overgrown and unkempt. It was therefore agreed that Simon Adair would take over the lawn mowing and gardening maintenance himself. Since he sold his flat Mr & Mrs Tindale have been undertaking the gardening. It was agreed that weed killer should be applied to the car park area. Unfortunately due to the new health and safety regulations relating to chemicals a suitably qualified contractor will have to be engaged to carry out this work.

The hedges outside no. 3 had been discussed at length during the last AGM. In consultation with the owner of no. 3 these hedges have now been removed and it was proposed to replace these with wrought iron railings to encourage visitors to use the pathways and not cut across the grass. This would go some-way towards making the site look more uniform as had been requested during the last AGM

As with the previous year it was commented that the flowers that had been planted by Louise Stubbs were a welcome improvement to the site.

j) Downpipe

It was commented that at the last AGM Mr Stevens would approach Countrywide Estate Management as the downpipe that has been leaking next to the postboxes as it is their responsibility.

7. Management Fee

John Morris advised the meeting that the fee agreed as Managing Agents for the current year was £1,128 and it was proposed that this be increased in the next financial year to £1,180. The increase was unanimously agreed by the meeting.

8. Expenditure Forecast

The expenditure to date and estimates for future years and cash flow projections were reviewed in detail. At present there is only about £3,500 in the bank account. John advised that the level of reserves held by most resident management companies they act for are in the region of two years of service charge income. As this is only a block of 6 flats if an emergency occurs there are few owners to contribute to the cost of repairs. It was agreed that the service charge reserves should be increased.

9. Service Charges

The current service charge is £1,260 per flat. It is proposed that this is increased to £1,320 from 1 April 2019 with £60.00 discount for payment before 1st April 2019. This would enable more funds to be available at the beginning of the financial year which would assist in scheduling maintenance work. Alternatively members may pay in 10 equal monthly instalments. The members agreed that in the event of major expenditure they would agree to pay a supplementary charge invoice.

10. Any other business

a) Car Parking

One of the members commented that they had received a letter from Countrywide advising them that they should not be using their parking space. A member explained that the block paved area is not adopted. They also advised that they have an estate map that shows which areas are still owned by Crown Estates. Once this is reviewed the members suggested that a numbering system could be used on the spaces to avoid future problems.

b) Cleaning

At the last AGM the members commented that they were unhappy with the standard of cleaning for the property. In accordance with the members' wishes, a new cleaner was engaged. The new cleaners are carrying out fortnightly cleans. A member commented that the floors are cleaned to an improved standard, but felt that dusting is not carried out to their satisfaction. The management company will discuss this with the cleaners.

c) Carpet Cleaning

Following the re-decoration work members re-assessed the carpeting and it was agreed that carpet cleaning was not required.

d) Window Cleaning

At the last AGM it was noted that the previous window cleaner was uncontactable and therefore quotes were obtained from a new contractor. The new window cleaner is engaged for 4 visits a year.

e) Cement Bees

During the course of the year the building had been affected by cement bees. It was agreed to look at the damage that was caused and undertake remedial repair work.

f) Gate to Bin Store

The members commented that the gate is temperamental and in the winter the latch sticks up so is open all the time. It was agreed to engage a contractor to carry out repairs to the gate.

g) Bin Store enclosure

It was agreed to undertake re-staining of the bin store enclosure, when weather permits.

h) Damp outside Flat 1's window

The owner commented that there is a damp area under his front window. There are bushes by the window and it was suggested a site visit will be arranged to determine the best course of action.

The meeting closed at 8.53pm