

# **Amber Court Management (No 3) Limited**

## **15 Windsor Road Swindon SN3 1JP**

Minutes of members meeting held electronically via Zoom on 14<sup>th</sup> June at 4:00pm

Present:

A Cain (Proxy for No. 26)

M Cain – Company Director

P Minton

B Madden – Company Director

J Morris – Company Secretary/ Managing Agent

T Dellow – Managing Agent

### **1. Apologies**

None

### **2. Debtors**

A list of the current debtors was presented to the meeting. There are 7 members paying in instalments, 3 members fully paid, 1 member who has paid in advance and 1 member who is in arrears. The managing agent has a robust debt collection in place and reminders will be sent to those members in arrears or missing payments.

### **3. Maintenance**

#### **Items carried out**

#### **a) Power wash of bin store**

During the year a contractor had undertaken work to clean the bin store area at Amber Court 3 and 2 in order to improve the visual appeal of the site.

#### **b) Door issues**

Following several reports of damage sustained by the main door to the block, it was necessary to engage contractors to make repairs to the smashed glass on several occasions. An electrician was engaged to install shoot bolts in the door frame to provide additional security so that the door was less easily dislodged from the magnetic lock on top of the door frame.

#### **c) Tree Work**

Contractors had undertaken work on the tree in front of the block and removed some smaller sucker trees in the rear car park area.

#### **d) Eon Next/ electricity supply**

The managing agent has obtained a fixed price tariff for the communal electricity at 21.78 p/kWh and 10.39 p/day until August 2023 whereafter it is expected that the price will increase.

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**e) Insurance**

The managing agent undertook an exercise to obtain alternative quotations from several brokers, it was determined that it would be more cost effective to place insurance with an alternative broker as it would save £186.05 on the buildings and terror insurance compared with the renewal offer from the current broker.

**Proposed items to be undertaken**

**a) Fire Risk Assessment**

The managing agent proposed that a fire risk assessment be carried out on the block and that a quotation would be obtained for this for the directors consideration.

**b) Asbestos Report**

It was proposed that an asbestos survey be commissioned with the anticipation that it would identify issues similar to the other Amber Courts. A quotation for this would be obtained for the directors' consideration.

**c) Fascia and gutters**

It was noted that the fascia on the block requires replacement. The managing agent has obtained quotations for Amber Court 1 which is similar to Amber Court 3. The quotations range from £8,000 to £15,000 depending on the level of work that would be undertaken including whether or not the side fascia's are replaced with uPVC or painted.

In order to provide a budget for this work, the rough median of £12,000 was included in forward projections for 2025 when it is forecast that the company would have sufficient reserves to meet the expenditure, provided that an increase in service charge was adopted.

**d) Carpeting**

It was agreed that the managing agent would obtain a quotation is obtained for carpeting the ground floor lobby area in order to improve the appearance of the block.

**e) Repainting**

The managing agent proposed that a quotation is obtained for repainting the internal of the block, specifically the ground floor where the majority of the traffic in the block occurs.

**3. Accounts**

A copy of the accounts was presented to the meeting, and the individual items of expenditure and forecast budget was explained by J Morris.

A Cain stated that he manages several buy-to-let properties in the block and that his clients were concerned about the amount of expenditure required to the fascia and gutters. A Cain requested that the fascia and gutter quotations be sent to him in order that he may obtain an alternative quotation, J Morris explained that quotations would be sent to all members during the Section 20 notice as it will be required before undertaking the work.

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J Morris explained that the company do not currently have the funds to undertake any work on the fascia and gutters and that an increase in the service charge would inevitably be required in order to pay for these works in several years time.

A Cain stated that he would obtain alternative quotations for the work to the fascia and gutters.

#### **4. Service Charge**

The estimated service charge required for 2023 included an increase in service charge from £765 to £1,200 per apartment to cover the expected expenditure of £12,000 for fascia and gutter works in 2025. Those members present agreed that budget be reviewed later in the year with a view to deferring the work in order to keep service charges low in the current period of high inflation.

#### **9. AOB**

##### **1. Sky Q**

Prior to the meeting a request was received from Moovahome for the company to provide Sky Q to their managed apartment. The request was presented to members who did not agree to move forward with the installation of a Sky Q compatible communal system as the costs of this could not be justified for one apartment.