

Amber Court Management (No.3) Limited

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**Annual General Meeting for Amber Court Management (No. 3) Limited held at
Tesco Community Room, Ocotal Way, Swindon SN1 2EH on
13th August 2018 at 7.45pm**

Present:

M Cain	-	Director
T Cain	-	
B Madden	-	Director
J May	-	
J Morris	-	Managing Agent
D Morris	-	Managing Agent

Apologies:

A Cook		
D & N Mace	-	Proxy to M Cain
I & P Minton		

1. Welcome and Introduction

John Morris was appointed chairman of the meeting and welcomed those attending confirming that the meeting was quorate as there were at least two members present as required by the Articles of Association. He introduced Diana Morris and himself who were appointed Managing Agents in November 2017. Copies of accounts including supporting documents and bank statements were made available for inspection.

2. Minutes of previous meeting

Minutes of the previous meeting held on 8th October 1997 were distributed to members.

3. Formal Resolution

- Resolution 1 - To re-appoint A Cook who was appointed by directors 31/10/17
- Resolution 2 – To re-appoint B Madden who was appointed by directors 31/10/17

Each resolution was separately agreed by all members present.

4. Accounts

The accounts to 31 December 2017 were previously made available on the website and copies were provided to the meeting. The accounts are for a nine month period as the previous year end was March 2017. The directors changed the year-end to 31st December so that it agreed with the year-end date specified in the lease. John Morris provided an overview of the results advising it is good practice to keep a reserve of approximately two years' service charges to cope with any unforeseen costs that might occur. The service charge reserve at the end of the financial year was £7,567.00. Ideally the reserve level should be about £16,000. It was agreed that reserves should be increased over the next few years. The general feeling of the members present was that the building looked like it had little maintenance undertaken for many years.

5. Service Charge Arrears

Flat 31 is £150.00 in arrears. Interest may be applied to this overdue payment and the leaseholder will be sent further reminders.

All other leaseholders are up-to-date with payments.

6. Maintenance Issues

a) Lighting

The lights on the ground floor have recently been changed to sensor motion activated LEDs with built in emergency lights that are cheaper to run than ordinary compact fluorescents bulbs and do not require manual switches. It was agreed to change the rest of the lights in due course.

b) Electrics

The electrics have been checked and the building now has a current Electrical Installation Report which is valid for 5 years. The consumer unit has also been updated. It should be noted that the management company could find no record of a communal area electrical inspection having been undertaken previously. A member advised that when he engaged an electrician to carry out an EICR on his individual flat, it resulted in the flat requiring re-wiring completely. He therefore urged all landlords to carry out an EICR for safety reasons as soon as possible.

c) Wi-Fi

Free communal Wi-Fi has been installed in the block and the password provided to all residents.

d) Health & Safety

i) Risers

The risers are the service ducts that run up through the building from the entrance hallway. Over time the tongue and groove cladding has become loose and following the recent work on installing the Wi-Fi points it was discovered that the duct covers are in need of repair. These duct covers should have fire resistant boarding behind them and it was apparent from the inspection that this is damaged and missing in places. The management company are undertaking research to determine the most appropriate alternative to the panelling that will provide a satisfactory level of fire protection. After the new duct covers are installed they will be re-decorated.

ii) Emergency Lighting

There is none in the block and no legal requirement to provide any. A member advised that there is sufficient “borrowed” lighting in the event of lighting failure. The meeting, therefore, agreed that emergency lighting need not be installed.

e) Re-decoration

Quotes have been obtained for the re-decoration of the communal areas of the building. It was agreed once the risers have been repaired the redecoration will be undertaken.

f) Letter boxes

The broken wooden letter boxes were recently changed to more secure lockable metal letterboxes.

g) Bin Stores

There is an on-going problem with the bin store as items are frequently dumped in the area and because of incorrect use of the recycling bins the council do not empty them. It was noted that there is no recycling facilities for plastics. Following a discussion it was agreed that the management company should approach the Council with a view to removing the recycling bins as they are not used appropriately. The council will remove three large items for £26.00, however, they will not allow a management company to make the request or pay for the collection. Therefore, it may be more cost effective to approach a resident to arrange the collection and reimburse them. A member suggested that a floodlight could be installed over the bin store area to assist residents use the bins at night. It was agreed that the management company will arrange for a mains powered flood light to illuminate the area.

h) CCTV

As large furniture items are being dumped regularly in the bin stores it was agreed that a CCTV system would be installed specifically directed over the bin areas, the entrance to the site and the communal doors. Proprietary systems are available at about £400 including installation although the cameras are not as good as a computer based IP camera system. The IP camera system would cost in the region of £1,000 for 3 cameras. Members agreed

to install the Proprietary system. CCTV in operation signs would also be displayed in prominent positions on the site.

i) **Fascias & Soffits**

The fascias and soffits on the building are in need of replacement due to the poor condition of the timber. It was agreed to obtain a quote for the directors to review. Although not urgent this item should be undertaken sooner rather than later. It was agreed to discuss this again at the next AGM.

j) **Door Access**

Currently access is gained through the front door by the use of a pin code. It was noted that non-residents could easily become aware of the code to gain entry to the building. A more secure Paxton fob based system could be installed on the building. It was agreed to obtain quotes. A member advised that the door closing spring is very tight on the back door. It was agreed to arrange for a contractor to make adjustments.

k) **Cleaning**

The cleaner who previously cleaned the building retired, following the change of managing agent and the cleaner for Amber Court 1 and 2 was appointed. To encourage residents to keep the area tidy it was agreed to approach the cleaners and ask if they could sweep out the bin stores on a regular basis.

l) **Grounds**

The previous gardener was retained but has not carried out gardening work and a new gardener has now been appointed. The hedges and grass area are now in a tidy condition. Due to the density and height of the bushes and hedging to the side of the building a tree surgeon had to be employed to undertake major pruning to clear the footpath area. It should be noted that with such a hard prune it will take time for the bushes to fill in and recover. A member suggested that the gardener should be requested to apply weedkiller to the stumps to prevent re-growth.

7. Budget & Service Charge for 2019

After discussing the proposed expenditure for the current financial year it was agreed by members to increase the service charge to £660.00 per year for 2019 and offer a choice of quarterly payments or instalments over ten months. The service charge has risen but during the course of the year work has commenced on replacing communal lights with sensor activated LED lights, Wi-Fi has been installed, the electrics have been tested and upgraded, the large bushes and hedges on the perimeter have been cut, the roof has been repaired, letter boxes have been replaced and the communal redecoration will be undertaken later this year.

8. Management Charge

Members agreed that the managing agent's fee would be increased by £100.00 to £1,720 for 2019.

9. Any Other Business

Electricity

The electricity supplier was changed to Green Energy UK to reduce costs as they do not charge a monthly standing charge and consumption is low. Today they advised that they are ending this tariff so the managing agents will research a cost effective alternative.

Parking

A member complained that parking is an issue in the area with residents of Amber 4 deliberately parking in the spaces for residents of Amber Court 3. The management company agreed to speak to the managing agent for Amber Court 4 to request that their resident's park in the correct area.

There being no further business the meeting ended at 9.10pm