

Amber Court Management (No 3.) Limited

15 Windsor Road, Swindon, SN3 1JP

Minutes of directors' meeting held on 16 November 2017 by email exchange

Present:

Marilyn Cain - Director

Amanda Cook - Director

Ben Madden - Director

John Morris - Company Secretary & Managing Agent

Diana Morris - Managing Agent

1. Bryan Hammond

The directors noted that Bryan Hammond completed on the sale of his property on 10 November 2017 and in accordance with the Articles of Association is automatically no longer a member of the company and therefore retires as a director. The Company Secretary was asked to notify Companies House of Bryan's retirement. The directors wished to record their appreciation of Bryan's service over the last 11 years.

2. Banking

NatWest bank has been requested to add Ben Madden, Mari Cain and John Morris as signatories to the bank mandate with any two to sign. The bank had also been requested to amend the correspondence address to the registered office. As soon as the bank has made the changes it was agreed that they should be asked to remove Bryan Hammond as a signatory.

It was noted that the existing bank account is a commercial bank account subject to bank charges. It was agreed to open a non-profit business account with Lloyds Bank with no charges in tandem with a deposit account with Aldermore Bank in order to receive interest on service charge.

3. Managing Agent's Report

The new Managing Agents advised that they had attended site and reported as follows together with photographs:

a) Abandoned vehicle VK04 XBU (No Tax, MOT or SORN)

This vehicle is parked in the car park of Amber Court No 2. Neither of the directors was aware of the history of the vehicle. It was agreed that a notice be displayed on the vehicle and on the notice boards of both Amber Court 2 and Amber Court 3. After an initial notice period of 14 days the managing agents will begin the lengthy process of removal. This is likely to take many months.

b) Bin Area

It was noted that in the bin area is very tidy which contrasts markedly with adjacent blocks. Neither of the directors was aware of any agreement with either the gardener or cleaner to maintain this area.

c) Blocked gutters

The directors requested the managing agents provide them with a quote to clear and clean the gutters before approving the work. The managing agents advised that they expect this to cost about £100 and will obtain a quote.

d) Broken riser door.

The directors requested that they be provided with a quote to repair the door before approving the work.

e) Locked electrical cupboard.

Bryan Hammond had provided a padlock key in an envelope that is presumed to open the right-hand set of doors that is padlocked shut. No key was provided to the other set of doors. Mari advised that Bryan has informed her that he does not have a key to this cupboard. It was agreed that the managing agents would attend with a set of standard keys to see if any fit the lock. If not they will arrange to get the lock changed to a Fire Brigade lock. The lock cost will be less than £10 plus fitting.

f) Notice Board.

Statutory notices have been posted on the existing notice board. It was agreed that this would be replaced by the Managing Agents with a more suitable board (larger and fixed to a wall). Mari requested that it include a notice stating that dogs were not permitted similar to the notice in Amber Court 1.

g) Old door entry system.

It was agreed that this should be removed if it is non-functional. John suggested that this be done by an electrician at the same time as the EICR if required rather than instructing a painter to terminate and make safe electrical equipment.

h) Overgrowth.

The shrubs in the grounds have been left to overgrow the footpath that should be at least a meter wide. If someone stepped off the footpath to get past and is hit by a vehicle the company and/or its directors could be held liable. The Managing Agents have asked Les Jennings who maintains the grounds to attend to this as part of the existing contract.

i) Post Boxes

It was agreed that these need to be replaced by either individual boxes as in Amber Court 2 or banks of boxes as at Amber Court 1. Mari has inspected the boxes in Amber Court 1 which are in banks of 3. John advised that the boxes at Amber Court 1 had cost £299.88 (£25 per flat) plus fitting. The cheapest individual boxes would have cost from £20 each depending on quality of box, plus fitting. The directors advised that they preferred the look of the 12 black post boxes at Amber Court No 2 as they are 12 individual boxes placed together so that if one or two are damaged they can be replaced at lower cost. They therefore suggested buying 14 boxes in order to retain two as spares. Ben advised that he has located similar boxes at approx. £10 per box and would supply details to the other directors and Managing Agents.

j) Redundant sky dishes

It was noted that there are a number of these on the building. It was agreed that these be checked prior to proposed work on the fascias next year and any redundant dishes removed at that time.

k) Rotten Fascias.

These will need to be repaired or faced with UPVC. It was agreed to obtain quotes for this in early 2018.

l) Stepped Cracking to top floor walls and stairwell

Mari advised that Terry Cain has arranged to attend site with a bricklaying contractor to obtain a quote to rake out and replace the damaged pointing in preparation for re-decoration. The Managing Agents advised that they had spoken to a builder who has recommended facing the walls on the top landing with plaster board and skimming. The directors considered this would be more expensive. It was agreed to review the quote when received.

m) Water damage to ceiling on top floor.

The directors agreed that the decorating contractor should carry out this work as it is historic staining (Bryan Hammond and another owner confirmed that it was caused by a roof leak some 5 years ago). The Managing Agents advised that they have requested a re-decoration quotation. Mari advised that Bryan had obtained a quote for the re-decoration of the communal areas in February 2017 at £750 that he has promised to forward it to her. When both two quotes are received these will be reviewed by the directors and if necessary further quotes obtained.

n) Buildings Reports

John advised that the paperwork provided by Bryan Hammond included a fire risk assessment but no Electrical Installation Condition Report or Asbestos Survey. Mari advised that she has asked Bryan whether he had either of these reports and was informed that neither has been commissioned. In response to a question John advised that solicitors usually ask for a copy of the asbestos survey on lease assignment and it is a legal requirement to have one. However, solicitors do not usually ask to see the EICR.

i) Electrical Installation Condition Report

It was agreed that a report would be commissioned as soon as possible. This is likely to cost about £50.

ii) Asbestos Survey

It was agreed that the Managing Agents would obtain a quote for a survey and revert to the directors.

4. Year-end

It was agreed that the company year-end should be changed to 31 December in order that service charge accounts are prepared annually to 31 December in accordance with the provisions of the lease.

5. Service Charges

It was agreed that a budget would be drawn up for 2018 and a recommendation for service charges for 2018 agreed by the directors. Whilst the current service charge is £480.00 a year it was felt that this may need to rise in order to address site issues.

6. Notices to Leaseholders

- a) Mari offered to draft a letter from the directors to leaseholders with a update following Bryan's departure. It was agreed that a draft would be circulated to directors and the managing agents prior to sending.
- b) John advised that he would follow this with a letter introducing Block Management Ltd. It was agreed that a draft would be circulated to directors prior to sending.

There being no further business the meeting was closed.

John R Morris FCMA CGMA MIRPM
Company Secretary