
Team Meeting

ACTIONS

DATE AND TIME: Wednesday 26th November 2014, 18:30 – 20:30

LOCATION: Cricketers

Attendees		Apologies
Clinton Hunt	CH	
Daniele Hammond	DH	
Debbie Bush	DB	
Jean Clavey	JC	Not present but mentioned
Tony Rich	TR	David Rankin – DR
		Ron Newly – RN
		Victor Kirby - VC

Agenda

1. Latest on the roof – Issues raised by F31/37

Discussion amongst the group confirmed that flats in addition to F31 and F37 had flagged leakages. All agreed these issues had to be addressed as a priority, especially in light of the onset of winter.

It was felt by all that the company tasked with repairing the roof two years ago should be contacted but professional opinion was required to prove liability.

After some lengthy discussion it was agreed that the best approach would be to contact the surveyor who had originally been appointed by one of the flats in Highland Court, for their opinion.

Action: CH to confirm details and initiate contact with surveyor

2. Transition to David Rankin/payment processing

CH thanked DB and TR for their support in paying the insurance whilst he was out of the country. CH explained that the transition from VC to DR had proven rather testing and time consuming. Following discussion it also became clear that the current cash flow process was unclear and clarification would be sought from VC and DR on both the current arrangements and plans under DR to change any of the processes.

Action: CH to contact VC and DR to clarify the cash-flow process [COMPLETE].

3. Highland Court website

It was agreed that the website would be utilized to include all that was being discussed, namely:

- Roof
- Recycling bins
- Intercom
- Communal stairways
- Cigarette ends
- Signs
- Condensation
- Website
- Owner contact details

Additionally, it was agreed that notes from the meeting would be added to the site so that they were accessible for residents and owners alike.

Action: DH to update website with updates on items discussed and add action points.

4. Signs in Highland Court

DH advised that a new firm had been approached and had been far more pro-active in terms of what they could provide. The quotes were also considerably cheaper whilst not compromising on the quality of the signs.

It was agreed by all that the order should be pursued. Additional signage was necessary.

Action: DH to contact new company with details of additional signage. New quote to be obtained along with impressions of designs. Details to be forwarded to the rest of the directors for final approval.

5. Proposal for additional flats

It was agreed that the discussion surrounding the proposal for additional flats at Highland Court would be revisited in the New Year

Action: The directors to discuss in the New Year and update all residents

6. Intercom system

It was noted that the intercom system throughout HC was sporadic. In one case the flats had crossed over from one to the other. It was also noted that the connection was daisy-chained so that a fault in one flat would impact the connection in all the others. This was agreed that this needed to be addressed.

TR said that he could contact an electrician who had previously advised that a connectivity box could be installed. However, following discussion, it was agreed that the current HC contact would be approached first. DB agreed to take this forward.

Action: DB to contact current HC contact and advise the team of outcome.

7. Recycle bins

It was agreed that the current positioning of the recycle bins, located by the pedestrian entrance, was unsightly and would be moved to the area of hard standing by the un-used garage on the far side of the car park.

Action: TR to relocate bins
DH to mention on website
JC to mention in Newsletter

8. Newsletter

It was agreed that a newsletter to be distributed to owners and residents would be advantageous. The content of the newsletter would broadly reflect the current meeting and also reflect details to be placed on the website. It would include the plan of actions for:

- Roof
- Recycling bins
- Intercom
- Communal stairways
- Cigarette ends (separate email to be sent to the owners of the relevant flats)
- Signs
- Condensation
- Website
- Owner contact details

Action: JC to draw up draft of a newsletter and forward to CH [COMPLETE].
CH to review, adjust if necessary and forward to team members.

9. Air vents

TR described the product that can be installed by him to flats suffering from condensation. It was agreed that details of both the product available and the fact that this can be installed by TR would be added to the newsletter and placed on the website

Action: JC to include in the newsletter.
DH to add to the website.

10. Director's Gift

CH noted that in previous years the directors were given a Christmas gift as appreciation for the work they had conducted voluntarily throughout the year. This was approved by all and a Cheque for the sum of £30 was awarded to each director.