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**Highland Court (Woodford) Limited**  
**ANNUAL GENERAL MEETING – AGENDA AND MINUTES**

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**DATE AND TIME:** Wednesday 30<sup>th</sup> April 2014, 19:00>

**LOCATION:** Flat 26, Highland Court.

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<b>Attendees</b>		<b>Apologies</b>
Clinton Hunt	CH	Daniele De'Ath - DD
Debbie Bush	DB	<b>Not present but mentioned</b>
Jean Clavey	JC	
Tony Rich	TR	Victor Kirby – VC
Mr & Mrs Fisher (F24)		David Rankin - DR
		Helen Czaplinska - HC
		Brian Gagg – BG
		Denis Durkin - DD

Points agreed

1. Approved accounts for the year ending 24<sup>th</sup> June 2013.
  2. Noting the resignation of Victor Kirby and Co Ltd. CH advised that discussions had already taken place regarding the appointment of DR who was being recommended by VC. It was agreed that further discussions would take place with a view to appointing Harwood Hutton as new accountants.
  3. The resignations of HC, BG and DD were accepted as were the appointment of DD, DB, JC and TR
  4. Budget. It was agreed that the Monthly Maintenance would remain at £80. VC had indicated previously that the charges would need to rise if current spending was maintained. However, CH proposed that the decorating be reduced in scale to offset recent costs incurred for the roof. This was agreed by all.
  5. Additional flats. TR supplied details of a proposal by a local firm to build four new flats on to the roof of the existing properties. This discussion went on at length covering the advantages and disadvantages of the proposal. These discussions were inconclusive. CH then advised that further discussions would be needed and that professional advice should be sought as to the legal technicalities. This was agreed by all.
  6. Any other business
    - Overgrown tree – the flats at the front of Highland Court had reported that the trees were considerably overgrown and required trimming. TR agreed to take this forward.
    - Signs – It had been reported that the signs around Highland Court were looking dirty and worn out. CH advised that the task would be delegated out.
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- Lighting – TR advised that a sensor switch would be fitted to the communal hallways which would be triggered by movement. In light of the rising electricity costs this would seem a worthwhile venture. This was agreed by all. TR to arrange.
- Gifts for previous directors – CH explained that the gift of a £200 gift card, previously agreed for HC and BG, had been lost by the Royal Mail. CH suggested a replacement be afforded. This was agreed by all. CH to coordinate.