

Highland Court – Agenda Items

Date: 15th August 2022

Time:

Location:

Attendees:

Items closed off since last meeting

Item	Description and owner(s)
1	
2	
3	
4	
5	

Current agenda

Item Number	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
Site Maintenance						
1	15/08/2022	Clearance of car park drains	Happy Drains visiting 15 th August. Invoice to follow	Completion	Clint	19 th August
2	15/08/2022	Roof Inspection Drain repair	To ensure roof is sound before onset of winter. To repair drain that is currently incorrectly fitted	Update	Tony	15 th September
3	15/08/2022	Flat 15	Discussions with First Star an Nigel Anderson regarding rubbish and to ensure new tenants are aware of the rules	FS and NA notified	Clint	15 th September

Item Number	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
Site Maintenance						
4	15/08/2022	Vaxing of block	All blocks to be vaxed. Discussion for ongoing maintenance to follow	Weekend date to be confirmed	Clint	30 th September
Site Improvements						
5	15/08/2022	Water tap to be installed	Pending quote from Thames Water To then approach local plumber for tap installation. Tap to then be boxed in. Hose pipe and accessories to be purchased and fitted.	Pending TW	Clint	Year-end
6	15/08/2022	Water butts on potting shed and bin shed downpipe to be sealed	Water butts to be purchased and fitted to the potting shed. Downpipes on binsheds to be sealed off so all rainwater drains in to existing butt	Tony to confirm	Tony	Year-end
7	15/08/2022	Recycling binsheds	Recycling binsheds to be completed. Signage to be purchased and fitted.	Pending completion by Luke.	Clint	30 th September
8	15/08/2022	Mini Library	Purchased. To be assembled and installed. Plaque to be ordered and installed.	Weekend date to be confirmed	Clint	31 st October
9	15/08/2022	Communal Notice Board	Position to be discussed.	To be discussed	Clint	TBD
10	15/08/2022	Replacement of storeroom door	Quotes to be obtained for a solid door to replace current door and frame	Quotes to be obtained	Tony	TBD

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Site Maintenance						
11	15/08/2022	Various	Weekends to install Jubilee plaque, file paperwork, hallway pictures, flooring in potting shed as well as mini library and waxing of floors.	Weekend date to be confirmed	Clint	TBC
Site Admin						
12	15/08/2022	AGM 2022 Minutes	Draft prepared To be reviewed and signed off by Daniele and Tony. Then added to website.	Completion	Daniele & Tony	19 th August
13	15/08/2022	Website updates	To add: <ol style="list-style-type: none"> 1. Add the 2022 AGM minutes when you get them. 2. Add the 2021 – 2022 insurance documents. 3. Add the 'Do's and don'ts for things down the toilet' letter. 4. Add the 'Adopt a plant' notice. 5. Rename the 2021 minutes there now – they're labelled 2022. 6. ICO Certificate for 2021 - 2022 and 2022 - 2023 7. Management Report 2021 8. Recycling at Highland Court notice, Nov 2021. 	Completion	Daniele	31 st August
14	15/08/2022	Additional Bank Accounts	Set up for a Project Fund and Roof Fund. Standing Orders to be set up for monthly contributions to each.	Completion	Jean and Clint	30 th September
15	15/08/2022	Barclays Account	Debit cards to be issued. Additional approvers required – card and	TBC	Jean & Clint. Daniele	30 th September

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Site Maintenance						
			reader for Daniele			
16	15/08/2022	Site valuation	To be completed after the next insurance quotes. Insurer to then be notified of new valuation	Pending insurance quote	Clint	30 th November
17	15/08/2022	Electric meter readings and smart meters	Pending new bill from EDF. Smart meters to be installed when project resumes	Pending EDF	Jean and Clint	TBC
18	15/08/2022	Jason Grant	Case ongoing. Pending updates from HH	Pending HH	Clint	TBC by HH
Post AGM 2023						
19	15/08/2022	Decorating of Block One, binsheds, gates and garage doors	Raised at AGM but has not been requested as yet by owners. Will require S20 process.	NA – Set for post AGM 2023	All	2023
20	15/08/2022	Insulation of cavity walls	Agreement within team needed. Will require S20 process.	To be discussed but would be post AGM 2023	All	2023
21	15/08/2022	Paths replaced	Will be the biggest project to-date.	NA – Set for post AGM 2023	All	2024