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

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**DATE AND TIME:** Thursday 11<sup>th</sup> June 2015, 19:00

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

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<b>Attendees</b>		<b>Apologies</b>
Highland Court	HC	
Clinton Hunt	CH	<b><i>Not present but mentioned</i></b>
Debbie Bush	DB	Ron Newly - RN
Jean Clavey	JC	David Gates - DG
Tony Rich	TR	David Rankin (Harwood Hutton) - DR
Daniele Hammond	DH	
Brian Ray	BR	
Julian Hazeldine (F16)	JH	

Points agreed

1. Approved accounts for the year. Approval by all.
  2. Harwood Hutton was reappointed subject to caveats – see below.
  3. The re-appointment of CH, DB, DH, JC, and TR. Agreed by all.
  4. Budget. It was agreed that the Monthly Maintenance would remain at £80. CH explained that he had spoken to Harwood Hutton who had indicated that a surplus had been generated. CH had requested that this be allocated to the roofing fund in light of the reported leakages and the forthcoming work expected.
  5. Any other business
    - **'No smoking' signs** – It was noted that some the blocks did not have 'No smoking' signs up in the blocks. DH said that the signs were available in general DIY stores and that she would purchase some for the blocks that needed them.  
DH to purchase signs (to then be reimbursed by HC).
    - **Harwood Hutton services** – A number of issues had been incurred by the management team including certificates in the wrong name, failure to make payments and a delay to sending out notification of the AGM.  
It was agreed that DB and DH would collate examples and send to CH. These would be presented to DR and a timeframe of two months would be given with the expectation that the service would be improved during that time. A review at the end of that period would follow.  
Examples to be provided to CH. CH to then take up with Harwood Hutton.
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- **Dogs living in Highland Court** – It had been noted previously that a dog was thought to be living with the tenant of Flat 15. A warning letter had been sent to the tenant from the owner via the letting agent.  
CH reported that he had received a call from the ‘carer’ visiting the property. CH explained that the conversation had concluded that the dogs were to not visit the property.  
Owners and residents were encouraged to look out for any dog being kept at any property in Highland Court and report this to the directors as soon as possible.  
Appropriate action would then follow.  
All to monitor situation and report any sightings of dogs to the Directors.
- **Vehicle gates** – It was noted that when the gates ceased to work efforts to contact XX was troublesome. A recent example was cited just recently as directors had tried to contact XX being unable to reach him, leave a message or be given alternative contact details/point of contact. This was deemed by all to be unacceptable.  
CH also explained that the gates installed were residential gates designed and built for a personal property as opposed to communal accommodation and may explain why they were breaking on a regular basis.  
DH said that she had spoken to an alternative company who would look to repair the gates and certify them. It was suggested that DH proceed with securing a quote.  
HC to address with XX
- **Parking** – Owners and residents had observed that there had been several incidents where owners had had difficulty with finding a parking space. It was also noted that each flat had their own parking space.  
It was suggested that owners be emailed to be mindful of this fact and that visitors should park on the street outside of HC.  
JC to write email to owners reminding them to be mindful of the parking. All to monitor situation thereafter.
- **Roof** – TR explained that a number of conversations had taken place with the company who had made repairs resulting from the initial surveyors report in 2013. A disagreement ensued.  
CH suggested that both TR and he spoke to the owner of the company in an effort to resolve the situation.  
TR to arrange call and/or visit.
- **Additional flats** – CH advised that he had tried to arrange a meeting with the company who had provided a proposal for new flats. However, the company, Southern Territory, did not have a website or email address and so he was reliant on phone calls.  
CH to persist and arrange a meeting between Southern Territory and the Highland Court Directors. Further details to follow.
- **Japanese Knotweed** – It was reported that the weeds growing in the area of the fencing and garages was, in fact, Japanese Knotweed. DH suggested that RN be advised to proceed with arranging the clearing of the weeds. This was agreed by all.  
DH to advised RN to proceed.

- **Highland Court Summer get-together** – XX suggested a Highland Court sponsored summer event that would be open to residents, owners and friends & family. All agreed was a great idea.  
The 25<sup>th</sup> and 26<sup>th</sup> July was suggested.  
CH to confirm.