
Highland Court (Woodford) Limited

ANNUAL GENERAL MEETING –MINUTES

DATE AND TIME: Wednesday 23 June 2022 at 7.30pm

Attendees		
Clinton Hunt (26)	CH	Not present but mentioned
Jean Clavey (35)	JC	Harwood Hutton - HH
Daniele Hammond (33)	DH	Gary Calder - GC
Tony Rich (19)	TR	
Paul Roberts (29)	PR	Apologies
Carolyn Caceres (34)	CC	Jacki Wilkerson (18)
Brian Ray (27)	BR	Julian Hazeldine (16)

Minutes

1. TO REVIEW and, if thought fit, approve the accounts for the year ended 24th June 2021.
There were no queries raised on the accounts for the year.
Accounts for the year 2020/21 were approved by all.
2. TO CONSIDER, and if thought fit, re-appoint Harwood Hutton as accountants to the company until next AGM.
Harwood Hutton was reappointed.
3. TO RECEIVE the resignations of the present directors. TO CONSIDER and if thought fit, re-elect those officers offering themselves for re-election for the ensuing year and to consider the election of additional directors for the ensuing year.
The re-appointment of CH, DH, JC, and TR was agreed.
4. TO VIEW a presentation by the Directors. CH gave the presentation which covered:
 - **Key Achievements for the Year –**
Newsletters
Residents and owners had been kept informed throughout the year, including on the Section 20 process and improvements to the grounds. There had been a recent sewage blockage and guidance had been sent out on preventing future such incidents.
Cleaning of the Blocks
Extensive cleaning of the blocks and other upgrading, including artwork and indoor plants had been undertaken as an interim measure. Complete redecoration would have cost

upwards of £30,000. However, some redecoration is necessary and will be given priority over the next few months.

Store room

The store room has been cleared of bikes and other accumulated rubbish. It has been cleaned and painted and new windows fitted (there are now no old wooden windows left on site). It is now being used as a mini-office and storage for garden equipment.

Improvements to Rear of Site

The washing line area has been transformed, with new paving and washing lines, and incorporating a greenhouse/potting shed for the GC, the gardener, and the new bike storage. The Section 20 process and ground works had been very lengthy, but it had all been worthwhile. Unfortunately costs had gone up during this period due to the increasing costs of materials. CH asked that the area be treated with respect, in particular care was needed with the bike shed doors.

New Fence Panels

Whilst clearing the area for the new bike shed, it was found that the fence in that area was in very poor condition, so the opportunity was taken to renew the panels at the same time.

CCTV

Highland Court had suffered a break in during the year, involving damage to the vehicle gates and a car in the car park. This had been caught on camera allowing a car registration number to be given to the police and proof obtained for insurance purposes. We have now entered into a maintenance contract with Basson.

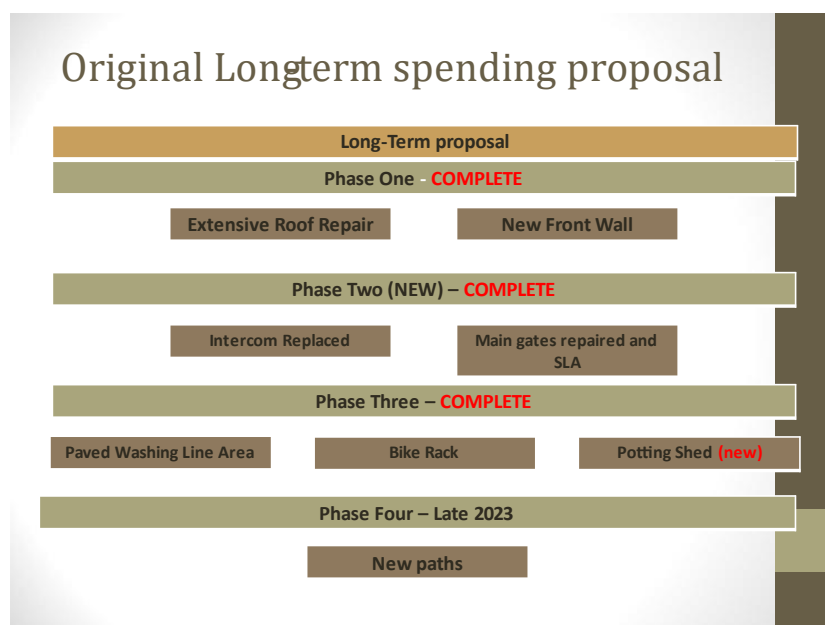
Garden

Improvements had continued with the garden, including potted plants and wall baskets. We had also planted a Platinum Jubilee tree, a cherry plum, and obtained a plaque to mark the occasion.

Recycling Area

Work is underway to re-organise the recycling area which will give a much improved appearance to the entrance. It would, of course, still be necessary for residents to use it responsibly in order to keep it clean and tidy.

- **Summary**



Over the past four years the directors have undertaken many projects that are over and above the basic maintenance of the site. These include:

- Extensive cleaning of the blocks and decorating where necessary.
- Fire risk prevention (including risk assessment, signage, emergency lighting and a lease change).
- CCTV.
- Extensive roof works and new front wall.
- Intercom replaced & extensive repair and upgrade of the gate, now under SLA.
- Street lighting replaced.
- Refurbishment of the storeroom.
- Paved washing line area (including the repair of fence panels) with a sheltered two-tier bike rack and greenhouse/potting shed.

The cost of these improvements has amounted to over £150,000, with no contributions required from owners or administration fees involved.

- **Moving Forward**

Replacement of Paths

The next major item of work would be the resurfacing of the paths. It was hoped that this would be possible by late 2023. Touchstone Drives, who had done the paving in the washing line area, had suggested using brickwork paving as this could be taken up and re-laid should utility companies need to dig it up.

Cleaning of carpeting

A Vax machine has already been purchased so that the carpeting in the blocks can be cleaned.

Decorating

Certain areas will need decorating. This is likely to be the gates, bin sheds, garages and Block 1.

Cleaning of the UPVC Window Frames

Installation of an External Tap

Two of the neighbouring houses kindly allowed us to access their water for pressure washing but it had become obvious that we really need our own water supply, particularly with the hot dry summers meaning that pots and newly planted areas need frequent watering.

The revised priorities were agreed.

Considerations for the AGM 2023

The £20 increase per month for each flat in June 2021 raises an additional £9,120 per annum for Highland Court. However, since then, a combination of Brexit, the pandemic and war in Europe have impacted the cost of living and has diminished the impact of this rise. All our regular maintenance costs have increased, and wages have had to rise – by over £1,000 pa. Electricity has tripled in price and insurance has risen, it is now double what it was in 2019, and a new survey would soon be needed. It will therefore be a priority to consider the recovery of our funds.

- **Highland Court Needs Your Help**

The directors would welcome assistance from other owners, particularly anyone interested in becoming a director or having useful skills. Anyone interested in volunteering in other ways such as helping around the site and with the wildflower areas, or having other ideas for improvements, should also contact them. PR said that he would be happy to help.

5. ANY OTHER BUSINESS

- BR asked if there was still a flat in arrears on their service charge and what was being done to recover this. CH said that this was an ongoing issue, and another court summons was being taken out against the individual.
- BR thanked the Directors for their efforts, in particular CH who had done so much of the work this year.

14 August 2022