

Highland Court Team Meeting Minutes and action points

Date: 27th March 2019

Time: 19:15 – 21:15

Location: Cricketers

Attendees: Jean Clavey, Tony Rich, Clinton Hunt, Tom Short (part), Daniele Hammond (apologies)

Items closed off since last meeting

Item	Description and owner(s)
1	Newsletter. Despatched to owners and printed and posted on to notice boards. CH
2	Notice boards & pamphlet holders. Put up in all blocks. Pamphlets printed and signs laminated and placed. CH
3	Larger recycling bins. CH
4	Bulky rubbish collected All
5	Dumping by F7 – owner approached. Rubbish collected. CH
6	Signs regarding rubbish bags. Placed on communal doors and bin sheds. CH
7	Bin shed and garage guttering inspected, cleared and fixed. TR – to submit invoice.
8	Three communal windows fixed. CH – to submit invoice (CH paid as company could not accept third party payments).
9	Vehicle gate fixed. TR – Awaiting invoice.
10	Emergency lighting installed. In all communal blocks. CH & JC
11	Additional CCTV camera installed. Covering the front of the site. CH
12	Second quote for wall insulation. See Note 10. CH
13	Valuation of HC. Awaiting invoice. CH & JC. Valuation to be added to website (see Note 11) and also considered at next insurance period. DH

Current agenda

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
1 (H)	01/05/2018	Japanese Knotweed	No progress made despite several messages to Redbridge Council. Stalling Phase Two.	Formal letter written to Redbridge Council demanding action.	DH	1 st May
2 (H)	04/03/2019	Management Accounts	Require sign-off	To be signed ASAP	DH	ASAP
3 (H)	27/03/2019	CCTV training	Team to undertake training by Basson. CH to coordinate.	At least three team members to have had training.	CH	1 st May
4 (H)	27/03/2019	Internet speed for CCTV	Internet speed needs updating for the CCTV to 100mps	CH to upgrade	CH	Complete
5 (H)	27/03/2019	Upgrade of pedestrian and vehicle gates	Due to risk of directors' liability. TR to investigate impact on intercom	Initial discussions to be held with Betasecurity.	TR	1 st May
6 (H)	NA	Roof and wall works	Met with Tom Short on 27/03/2019. Timeframes: Roof works – one block at a time. One week apiece. Wall – four weeks	TS to send: Contract/Insurance/Pictures CH to send letter to owners.	CH	Works to start
7 (M)	10/09/2018	Legal move against Jason Grant F3	Thomas Higgins Ltd were unable to achieve contact. Keith Jones Partnership appointed as new solicitor on case.	Update from KJP as to the latest progression.	DH/JC	1 st May (update)
8 (M)	15/01/2018	Exterior Lighting	Three of the four street lights at the rear of the site are now out along with two floodlights.	At least one quote to be received for the works.	DH	5 th April (quote(s)) 1 st May Fixed

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9 (M)	27/03/2019	Provisional AGM Date	Second half of June proposed	All to confirm availability	All	1 st May
10 (M)	02/01/2019	Wall insulation	Two quotes received to date from Orion Energy and Energy Saving UK.	Third inspection and quote arranged with Veridian for 9 th April.	CH	1 st May
11 (M)	20/02/2019	Website updates	<p>Pending following updates:</p> <ol style="list-style-type: none"> 1. Subfolders to be set up and relevant documents added: AGM minutes, Team meeting minutes, Newsletter, Section 20 (A+B), GDPR (JC two docs), Lease Amendments (both) Fire Safety (Report, fire safety in the home, lease change). Owner-resident notices (bulky rubbish, fatburg, fire safety) Projects (CCTV and decorating) Other (ICO cert, caretaker responsibilities). Surveys (asbestos, valuation). 2. Remortgage FAQ 3. Facebook link added 4. Email address corrected 5. Condensation (incl contact for fitting vent). 6. Landlord obligations 7. Updated insurance docs along with valuation report. 8. Notes on the two doors for DJ Services. 	All of the required updates	DH	1 st May

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
12 (L)	28/03/2019	Interest paying bank account	New interest paying bank account to be investigated.	Viable bank accounts to be discussed	DH/JC	1 st May
13 (L)	21/03/2019	Cigarette boxes and signs	Boxes and signs received.	CH or TR to install. Invoice to follow.	CH/TR	1 st May
14 (L)	27/03/2019	EDF address for HC	Current bills are address to blocks 1 – 7 and 21 – 26. To be changed to HH.	CH to discuss with HH after YE.	CH	1 st May
Pushed out to a later date						
15 (L)	16/01/2019	Car parking company	Car parking company to be considered. Agreed for this to be resumed after roof/wall works.	NA	TR	Pushed out until after roof/wall works
16 (L)	20/03/2019	Bin shed sensors	Quote received from GI Electrical at £350	NA. To be pushed out until lights fail	CH	Pushed out
17 (L)	29/11/2018	Meeting with roof development company	Pushed out towards AGM	NA	CH	Pushed out towards AGM
18 (L)	27/03/2019	Store room sort out	Items to be marked up and anything not disposed of	NA. To be initiated at AGM.	CH	Pushed out to AGM
19 (L)	27/03/2019	Potential charitable event at HC	Potential for BBQ or similar	NA. CH to raise at AGM	CH	AGM

Next Planned Meeting – 1st May 2019