
Highland Court (Woodford) Limited

ANNUAL GENERAL MEETING –MINUTES

DATE AND TIME: Tuesday 30 October 2018 at 7.00pm.

LOCATION: Redbridge Drama Centre, Churchfields, South Woodford.

<i>Attendees</i>		
Clinton Hunt (26)	CH	
Jean Clavey (35)	JC	<i>Not present but mentioned</i>
Tony Rich (19)	TR	Ron Newly - RN
Daniele Hammond (33)	DH	Harwood Hutton - HH
Brian Ray (27)	BR	Jon Hammond - JH
Daljeet Saharan (9)	DS	Highland Court - HC
S Campbell (13)	SC	
H Campbell (13)	HC	
Julian Hazeldine (16)	JH	
J Wilkerson (18)	JW	
Allestree Fisher (24)	AF	
T Smith (31) for CM Smith	TS	
Dennis Drew (34)	DD	
Debbie Bush (36)	DB	
Peter Burgess (23)	PB	
D Lewis (37)	DL	

Minutes

1. TO REVIEW and, if thought fit, approve the accounts for the year ended 30th June 2017. DD raised a query on what the accruals were that were mentioned on the Balance Sheet. The directors would work with HH to make the accounts easier to follow in future years.
Accounts for the year 2016/17 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 VIEW a presentation by the Directors. CH gave the presentation which covered:
 - **Key Achievements for the Year –**
 - Replacement of RN* with JH after three interviews. DD asked if the job specification could be published. It was confirmed that JH is being paid the same as RN was. He has ten years' experience in landscape gardening and knows HC well, having lived there in the past. Anyone wanting to contact JH should either speak to him whilst he is working or e-mail the directors who would pass on the message.
 - Updating of the Lease* which had enabled us to control the activities of the children, making HC a much more peaceful place.
 - Creation of a Highland Court Facebook page and new headed paper.*
 - Extensive cleaning* of the communal areas in five of the blocks resulting in considerable savings on decorating costs. DD was concerned that cleaning rather than decorating was in breach of the lease and probably not the best use of the director's time but agreed that the result had been good.
 - Re-decoration* of communal area in Block 1 (which was needed due to greater exposure to the elements), gates, bin sheds and garages.
 - Pruning of the trees* by tree surgeons.
 - Trimming of bushes and clearing of beds*, which would be continuing, particularly the area along the boundary fence near block 3.
 - CCTV installed by Basson Security Systems.* This was already proving its worth as no further cases of dumping had been recorded since the system had been installed and it would also be used in preparing the case against a non-payer. All the directors can view the feed on their mobiles/tablets etc. Anyone who knows of an incident, or sees a problem that needs investigating, should contact the directors as soon as possible giving the best estimate they can of the time when it occurred.
 - A Fire Risk Assessment* had been carried out by CWB Ltd and is available on the web site. A letter would be sent out to owners. As a result, emergency lighting and evacuation notices would be installed in communal areas. The front doors to the flats were acceptable and met current fire regulation standards but any that were replaced would need to be brought up to the latest standard (FD30S). The current doors should have self-closing devices and intumescent strips and cold smoke seals fitted. DB pointed out that her door did not fit properly; TR said that the intumescent strip would help with this as it was designed to expand and would contain fire within a flat for either half or one hour. **It was agreed that these safety improvements should be the responsibility of owners**, although the directors would try and identify a contractor who could offer a discounted price. There was also discussion on the possible benefits of relaxing the restrictions within the lease on the type of doors that could be fitted by anyone wishing to replace theirs. Following a vote, it was decided that more choice should be allowed, with the proviso that the door must be agreed
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to by the directors. Examples of suitable doors would be put on the web site. The lease would need to be updated to reflect these changes.

Other regular and one-off tasks were listed. On-going challenges included preventing dumping around the site and in the bin sheds, also keeping the hallways clear.

- **Targets for the Future**

Stage 1 - Immediate

Extensive Longer-term Roof Repairs. Six quotes had been obtained. DB mentioned the problem with the wall in her flat, but TR assured her that this was a problem with the render and not related to the roof, it needed to be dealt with professionally. DD pointed out that it would be necessary to check if Building Regulations approval was needed.

TR queried why the quotes were priced so differently. CH responded that the different companies had quoted for different works to solve the same issue of water seeping through the edges of the rooftop area.

Replacement of Front Wall. Three quotes had been obtained. DD felt that an expensive type of walling had been chosen by the directors but, after a vote was taken, it was agreed that we should go for a quality product which would enhance the site. Details of the specifications were quoted by CH (pillars at 1.5m in H, main wall at 1m in H, 2m gap between pillars).

The directors' preference was to use Short & Sons Buildings Services for both works as they were professional and came with good reviews. They were also offering a 10% discount for doing both projects. Owners would be written to and have a chance to comment as, due to the size of these undertakings, a Section 20 consultation was needed.

Stage2 – Summer 2019

Paving of Washing Line Area. This was untidy, and stones were spread around on the grass; it would not be done until the Japanese Knot Weed was cleared which could take some time. (Discussions were taking place with London Borough of Redbridge on their liability for this).

Provision of Bike Shelter with Racking. This needed to be on hard-standing so it was suggested that a small part of the washing line area could be used rather than taking up car parking space. DB was concerned that it would spoil her view and asked if anyone wanted the shelter. There were a considerable number of bikes in the storage shed which were taking up too much space and were not easily accessible to their owners. JC said there had been several enquiries as there was no space in people's flats and it was likely that cycling would become more popular in the coming years. Although four quotes had been obtained (the lowest being Broxap at £10,557.60) these would be out of date before the work could go ahead. CH said that there would be the opportunity for further discussion before this work started and it would again be subject to Section 20.

Stage 3 – to be decided

Finally, there was a need to resurface the paths which were in poor condition. This would be another expensive area of work needing Section 20 approval and should be left until funds had built up and other works had been completed so that there was no risk of damaging the new surface. DB asked DH to remind JH that he would need to get in a supply of salt before the winter as the paths would become slippery.

- **Costs vs Income**

CH briefly described what the monthly service charge was spent on and how little there was left after regular commitments were met. He pointed out that the original service charge of £45 in 1977 would now be £265.71 if it had gone up in line with inflation. He did however warn that with aging buildings it would be necessary to build up reserves to keep up appearances and to be ready for an ever-increasing amount of maintenance eg replacing the

intercom system or re-surfacing the car park. It was very likely that the charge would need to be increased at next year's AGM.

4. 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.

TS proposed a vote of thanks to the four directors. **The re-appointment of CH, DH, JC, and TR was agreed.**

5. Any other business:

- DD felt that HC should employ professional management surveyors rather than rely on the directors to carry out their current tasks. He felt this would be more efficient and ensure that legalities were complied with. There was no other support for this.
- Communications from Harwood Hutton.
DD complained that he still had not been receiving any postal or e-mail communications. **CH would again check that HH had the correct information on file.**
- Communication with Directors. The directors should be normally be contacted by the usual e-mail address. BR said he sometimes had difficulty in getting replies from CH. CH challenged this and asked BR to provide a single example of where he had not responded to a correspondence.
- The need to increase the insurance value of HC was discussed. CH explained that it had gone up by 5% year on year which the insurance company had quoted as being generous. The current valuation stood just shy of £7m. **It was decided that the directors would get a new valuation done this year to ensure it was correct.**
- BR asked what the plans were for the gates, which had been broken for a considerable time. CH agreed that this was completely unacceptable. The current problem was due to needing to get a replacement part from abroad and only then discovering that the circuit board had burnt out and the sensor was broken. Both would need replacing. We had a long-standing arrangement with the current engineer, who also maintained the intercom, but the directors agreed there was now a need to move to a different contractor who could respond much more quickly. This had already been investigated.
- CH reminded all those present that HC was a community and that everyone - owners, directors and tenants - needed to contribute to making it a pleasant place to live. He said that he was sometimes asked for things such as pictures in communal areas, hanging baskets or social events. It would be wonderful if there were people who could take the lead on such things and money could be made available. JH suggested that an e-mail could be put out if any such ideas came up or the Facebook page could be used.

The meeting finished at 8.45pm.