

## Highland Court team meeting minutes and action points

**Date:** 18<sup>th</sup> September 2019

**Time:** 19:30 – 21:00

**Location:** Cricketers

**Attendees:** Jean Clavey, Tony Rich, Clinton Hunt, Daniele Hammond.

### Items closed off since last meeting

Item	Description and owner(s)
1	<b>Japanese Knotweed</b> – Treatment scheduled over a five year plan. Unable to build on impacted area - DH
2	<b>Grant</b> – Payment received by bank. CH will write to appeal to Grant. Legal action to be pursued in due course – CH/JC/DH
3	<b>Gates fixed</b> - TR
4	<b>Letter to owners regarding fire doors</b> – Letter prepared and to be despatched to all owners - JC
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**Current agenda**

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
1 (H)	27/03/2019	<b>CCTV training</b>	Team to undertake training by Basson. CH to coordinate.	JC and CH to attend training at Basson. DH to receive afterward.	CH	TBC
2 (H)	27/03/2019	<b>Upgrade of pedestrian and vehicle gates</b>	Due to risk of directors' liability and reliability of current gates.	Initial discussions to be held with Betasecurity.	CH	TBC
3 (H)	16/01/2019	<b>Car parking company</b>	Car parking company to be considered. Details to be outlined at AGM. Questions raised to then be put to CPM.	List of questions prepared in readiness for AGM.	TR	TBC
4 (L)	15/01/2018	<b>Exterior Lighting</b>	All street lights and two floodlights are out Short & Sons advised they can check.	Short & Sons to deliver quote.	CH	TBC
5 (M)	27/03/2019	<b>Provisional AGM Date</b>	Wednesday 23 <sup>rd</sup> October agreed. Maintenance increase proposed from £100 to £120 starting 1 <sup>st</sup> January 2020. Team meeting two weeks prior.	JC to add to agenda maintenance increase and to ask owners to raise questions before AGM. DH to book room at Churchfields school.	JC/DH	TBC
6 (M)	20/02/2019	<b>Website updates</b>	Pending following updates: <ol style="list-style-type: none"> <li>1. Three sets of Team meeting minutes,</li> <li>2. Condensation (incl contact for fitting vent),</li> <li>3. Landlord obligations.</li> <li>4. Update of JK info.</li> </ol>	All of the required updates	DH	TBC
7 (M)	10/09/2019	<b>Water butts</b>	TR to install on bin sheds	Installed	JC/TR	TBC

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
8 (M)	28/03/2019	<b>Interest paying bank account</b>	New interest paying bank account to be opened.	Opened and £10K transferred	JC	TBC
9 (L)	27/03/2019	<b>Store room sort out</b>	Items to be marked up and anything not will be disposed of. Bikes only.	To be initiated at AGM.	CH	Announced at AGM
<b>Pushed out to a later date</b>						
10 (L)	20/03/2019	<b>Bin shed sensors</b>	Quote received from GI Electrical at £350	NA. To be pushed out until lights fail	CH	Pushed out
11 (L)	29/11/2018	<b>Meeting with roof development company</b>	Pushed out towards AGM	NA	CH	Pushed out towards AGM
12 (L)	27/03/2019	<b>Potential charitable event at HC</b>	Potential for BBQ or similar	To be included in the 2020 AGM (around April/May)	CH/TR	Next year

**Next Planned Meeting – 9<sup>th</sup> October 2019**