
Highland Court (Woodford) Limited

ANNUAL GENERAL MEETING –MINUTES

DATE AND TIME: Wednesday 6 November 2019 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	
Daniele Hammond (33)	DH	Harwood Hutton - HH
Paul Roberts (29)	PR	Gary Calder - GC
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	

Minutes

1. TO REVIEW and, if thought fit, approve the accounts for the year ended 30th June 2018. CH said that the presentation of the accounts had been discussed with HH and it was hoped that the revised format would make them clearer to all. DD and DB raised a query on why the presentation of the accounts was so delayed. It was explained that the accounts presented at the AGM would always relate to the preceding year, this would normally mean they were 12 months old but, due to the AGM being delayed, this was now 16 months. It was anticipated that next year's AGM would be held much earlier.
Accounts for the year 2017/18 approved by all.

2. TO CONSIDER, and if thought fit, re-appoint Harwood Hutton as accountants to the company until next AGM. DD would be looking to see if he could find an alternative accountant who could provide the accounts earlier in the year.
Harwood Hutton was reappointed.

3. TO VIEW a presentation by the Directors. CH gave the presentation which covered:
 - **Key Achievements for the Year –**
Fire Risk Assessment – Following the previous year's Fire Risk Assessment the following actions had been taken:
 - 1 Fire notices displayed in communal areas which should be noted by all residents.
 - 2 Emergency Escape Lighting has been installed.
 - 3 Flat doors to be fitted with self-closing devices and intumescent strips – a change had been made to the lease putting this responsibility on to owners. Records were being kept where it was known these improvements had been made. The two contractors identified by the directors were no longer able to do this work. There was significant interest in identifying someone else. TS volunteered to look into this and would let the Directors know so that it could be publicised on the web site.
 - 4 Replacement flat doors to be rated FD30S. The lease had been changed and requirements on maintaining uniformity of appearance, when replacing doors, had been relaxed.CCTV – The cameras are doing their job, in particular helping to identify anyone not disposing of rubbish correctly. An additional camera has been put at the front of the building as there was not sufficient cover there and front windows could be vulnerable.
The Highland Court Website has been retained and updated. This is the place to go to view documents and find other information. The Facebook page is still in use and should be used for social events.
Letter-Headed Paper has been updated with the website address.
Half-Yearly Newsletter was produced.
New Information Boards have been put up in communal areas and the notices revised so as to be more useful.
New Recycling Bins with a larger capacity were obtained from the Council.
Treatment of Japanese Knotweed will start on 15 December 2019. This was delayed because of a resident cutting back the plants. This also made it impossible to prove which side of the fence the problem had originated from and the Council would therefore not take responsibility. The work would be carried out by Japanese Knotweed Ltd over a 10-year period and would be guaranteed. Full information can be found on the web site.

Two Water Butts had been installed to capture water from the bin sheds, as water is needed on the site for the plants but figures quoted for obtaining a mains water supply exceeded £1000 per annum.

Extensive Roof Repairs – Work to both blocks had been completed by Short & Sons. It was noted that when the coping stones were removed damage to the brickwork and rendering was discovered which had not previously been obvious. A decision was therefore taken to have this made good and a skirting added which would seal with the coping stones and protect the upper layers of brickwork. The additional work that was carried out had cost £5,000 but this meant that our guarantee was extended from seven to twelve years.

A New Brick Wall had replaced the old fence. Short & Sons would also be doing some work to the path in front of the block.

Smaller Issues achieved –

Valuation of Highland Court for insurance purposes.

Repaired guttering.

Repaired broken windows.

Fixed the main gate.

Opened a new interest-bearing reserve bank account.

- **Continuing Challenges**

Cigarette Butts are still causing litter problems despite the outdoor ash trays and notices.

Rubbish is not always being disposed of properly. Bags are left untied and not always put into bins. Large items are left in the bin sheds or elsewhere without arrangements for disposal. New reminder notices had only made a slight difference.

- **Upcoming Events**

Clearing the Storeroom – it is necessary to return the storeroom to its proper purpose, allowing more space for Highland Court maintenance equipment and garden tools. It will be cleared on 15 November; a letter had been circulated and notices put up.

- **Moving Forward**

Priorities Agreed at 2018 AGM

Phase 1 – Roof repairs and new wall have been completed.

Phase 2 – Last year it was agreed that we would pave the washing line area and erect a bike shelter, with racking, nearby. This will no longer be possible in the near future as construction works cannot take place whilst the Japanese Knotweed is being treated.

Phase 3 – New paths.

Revised Priorities at 2019 AGM

Phase 1 (2020/21) -

(a) Cavity wall insulation which could reduce heat loss by up to 60%. It would reduce electricity bills and improve scores on Energy Performance Certificates.

Three quotes had been obtained:

Viridien Energy Solutions	£9,294.28
Orion Energy Solutions	£14,222.26
Saving Energy UK	£12,077.01

TS was concerned that we did not just go with the lowest quote, which seemed very much lower than the others, especially as there were some concerns over problems that had been experienced following this type of insulation. JH and DD also felt we should proceed with caution. CH said Viridien appeared to be a reputable company with good reviews, information would be put on the website for all to see, it would be possible to go ahead

swiftly without going through the Section 20 process. **It was agreed to proceed with the cavity wall insulation after checking that it was the right thing for our flats.**

(b) New paths were urgently needed but our finances would take some time to build up to the level that would be needed. Short & Sons had quoted £38,290. Other quotes would be needed and the process would be subject to Section 20. **It was agreed to proceed with replacement paths when funds allowed.**

Phase 2 (2021/22) -

- (a) Paving of Washing Line Area.
- (b) Provision of Bike Shelter on hard standing.

- **Key Discussions**

Car Parking Management Company

The Directors had been in touch with a car parking management company who would visit regularly to ensure that there was no unauthorised parking, as this continued to be a problem. They would take care of signage, permits and letters to owners at no cost to Highland Court. It was anticipated that there could be some initial cost to us, as it was likely that we would need to have spaces clearly marked. **It was agreed that a Special General Meeting would be organized where the company would be invited to answer any questions owners might have.**

Roof Development

The Directors had been approached by a company called "Click Above" about a roof development at Highland Court. This would be a modular development of seven flats. They appeared to be very experienced in this and offering a better deal than we had previously found. Click Above would fund all planning, development and construction costs required to deliver the project, all at their own risk. If planning permission was not successful, Click Above would pay for all costs incurred for the application with no recourse against Highland Court (Woodford) Limited.

The project would involve the setting up of a SPV with each company being 50/50 shareholders. Once the project was completed and all units sold, the profit would be split equally. The anticipated profit share for Highland Court (Woodford) Limited would be £600,000.

It was recognised that, as well as providing income which could be used for projects and to keep maintenance charges down, there would be advantages in weatherproofing the roofs and providing better insulation. **It was agreed that a Special General Meeting would be held to give owners a chance to ask questions.** JW also recommended a company called Zincha, which had been working locally.

- (c) 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.

- (d) TO CONSIDER the projected balances and proposed maintenance contribution increase for the year commencing 24 June 2020 to £120 per month. It was generally recognised that maintenance costs were continually increasing and it was better that this was spread over the year rather than owners having to make one off payments if larger maintenance projects were necessary. DD asked if there could be a clear balance sheet

presented showing how much had been spent and the cost of planned works. There would be an opportunity to vote on this at the 2020 AGM.

(e) Any other business:

(i) Economy 7

DB had heard that Economy 7 electricity was being phased out. She was concerned that this would mean that it would no longer be possible to have night storage heaters. It was felt that this was unlikely to be the case, although the price of running them could increase. There were alternatives which some flats had had fitted, such as convector heaters or even electric central heating.

(ii) Volunteers Needed

CH suggested that some residents might be interested in brightening up Highland Court or at least their own area of it, with hanging baskets, tubs, pictures etc. If so, the directors would be able to help meet the costs; all ideas would be welcome. JH would be happy to arrange some hanging baskets.

(iii) Maintenance of Grounds

It was noted that Gary Calder, who used to work with Ron, would be taking over the cleaning and maintenance for Highland Court within the next few weeks. This was widely welcomed.

The meeting finished at 8.30pm.

If anyone would like to see a full copy of the Directors' PowerPoint presentation, they should e-mail highlandcourtdirectors@hotmail.co.uk