

Highland Court team meeting minutes and action points

Date: 10th August 2020

Time: 19:30 – 21:00

Location: Highland Court

Attendees: Jean Clavey, Tony Rich and Clinton Hunt.

Items closed off since last meeting

Item	Description and owner(s)
1	CCTV - Log-in credentials sent to all. Userguide also created and sent to all directors – CH.
2	Wall insulation – Canned – CH.
3	Website updates – 2019 AGM minutes, team meeting minutes, roof development, car parking company, 2019-20 insurance schedule, Japanese knotweed guaranteed all added – DH.
4	Exterior lighting – Floodlights replaced and added, binsheds sensors fitted, lights repaired and upgraded – CH.
5	Newsletter – Update for Winter 2019 – 20 sent to all owners – CH.
6	Pedestrian and vehicle gates – Upgraded with agreement in place – CH.
7	Store room clear out – Large items removed or disposed of - CH.
8	COVID-19 – Community support group set up – JC/CH.
9	Exterior lighting – Binshed sensors replaced and invoice paid - CH

Current agenda

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
1 (H)	08/06/2020	Intercom	CH to message Betasecurity to advise of S20 process. TR to get additional quote and CH to get quote from Basson	Three quotes	CH TR	
2 (H)	28/07/2020	Repair of CCTV	CH to get part replaced and CCTV working again All to receive training on screen	CCTV working All knowing how to use playback screen in storeroom	CH All	

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
3 (M)	08/06/2020	Bad debtors and maintenance income	CH to chase F13 (£700) Then to get updated statement CH to discuss with HH possibility of monthly only SO. Also to discuss maintenance paid by two house properties.	F13 Paid. Chase outstanding debtors. Discussion with HH complete.	CH	
4 (L)	11/06/2020	Trouble with F15	Written to the owner. Illegal activity to be reported to the Police. Legal move against owner dropped.	CH to advise DF	CH	
5 (H)	10/08/2020	AGM via Zoom End of September	JC to advise HH that next AGM will be via Zoom. Notification letters to state owners must email HC before AGM for Zoom link. JC to set up Zoom account. Target date for AGM: End of September.	AGM date agreed and letters out. Zoom accounts set up.	JC	
Special General Meeting						
6 (L)	29/11/2018	Meeting with roof development company	Discussed at AGM 2021. SGM to be arranged.	Joining AGM agreed	TR	TBC
7 (L)	16/01/2019	Car parking company	TR to discuss possibility of joining AGM via Zoom		TR	TBC
Next Planned Meeting –						