

**Highland Court team meeting minutes and action points**

**Date:** 19<sup>th</sup> April 2021

**Time:** 19:00 – 20:15

**Location:** Zoom

**Attendees:** Jean Clavey and Clinton Hunt.

**Items closed off since last meeting**

Item	Description and owner(s)
1	Intercom – All flats updated bar the non-paying Flat 3
2	
3	
4	
5	

**Current agenda**

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
1	19 <sup>th</sup> April 2021	<b>Letters to owners reminding of the maintenance increase, effective from 24<sup>th</sup> June 2021.</b>	Letters to remind owners that the maintenance will be rising from £100 per month to £120. HH have also been reminded.	Letters to be sent to all owners. (JC) Notices to be drawn up and posted through letterboxes. (CH)	JC & CH	3 <sup>rd</sup> May 2021
2	19 <sup>th</sup> April 2021	<b>Letters to owners of flats which are currently empty and awaiting new tenants</b>	Letters to remind owners of those flats which are empty and about to receive new tenants of the lease.	Letters to be sent to F22 and F32.	JC	3 <sup>rd</sup> May 2021
3	8 <sup>th</sup> April 2021	<b>Annual Accounts and AGM</b>	CH has reviewed and signed off (one open question but not a show-stopper). HH advised. Date for AGM to now be agreed. AGM to be conducted via Zoom. CH to prepare and deliver presentation.	Date agreed for AGM. Presentation prepared.	JC & CH	TBC

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
4	18 <sup>th</sup> March 2021	<b>Discussion with Japanese Knotweed Company on development of rear of site.</b>	CH awaiting visit from JKW Ltd to discuss development of the rear of the site and the next steps. Extraction would cost in region of £5K. Washing line area is impacted as is the area earmarked for the potting shed.	Meeting to be held and agreement reached on next steps. Extraction likely if development is to proceed	CH	7 <sup>th</sup> May 2021
5	Ongoing	<b>Jason Grant and other bad debtors</b>	HH has been advised to proceed against Jason Grant (F3). Other bad debtors to be chased.	Proceedings to be started and other debtors chased.	JC & CH	Ongoing
6	19 <sup>th</sup> April 2021	<b>Client account at Harwood Hutton and Barclays account</b>	JC and CH will make more payments from the Barclays account, including the monthly maintenance bill with Garry Calder along with one-off payments such as the recent bill from Beta for the gate repair. Money to be sent to the client account now reduced to £5,000 as a result.	HH notified. Funds transferred.	JC & CH	23 <sup>rd</sup> April 2021
7	Ongoing	<b>Roof Development</b>	Three companies have visited the site, all of whom have said they're making an offer. One received so far. The others to be chased. Likely to now be after the AGM and require a Special Meeting.	Two companies to be chased and proposals to be received. HC to then start review.	CH	7 <sup>th</sup> May 2021
8	Ongoing	<b>Development at rear of site – paved area for the washing line and a sheltered two-tier bike rack.</b>	<ul style="list-style-type: none"> <li>i. Agreed that the area in question to be cleared by CH – another ½ day required, 2½ days in total.</li> <li>ii. Initial Section 20 Letter in draft.</li> <li>iii. Site visited by seven companies so far – awaiting quotes. Three received so far ranging between £13 and £15K.</li> <li>iv. Quotes received for bike racks and installation.</li> <li>v. Letter to be written to house of 31 Lilian Gardens to discuss cutting back tree.</li> </ul>	<ul style="list-style-type: none"> <li>i. Area cleared.</li> <li>ii. S20 Letter completed and sent having received all quotes and preferred companies selected.</li> <li>iii. 31 Lilian Gdns approached and tree cut back either way.</li> </ul>	CH & All	7 <sup>th</sup> May 2021

**Next Planned Meeting – Approx one month**