
Highland Court (Woodford) Limited

ANNUAL GENERAL MEETING –MINUTES

DATE AND TIME: Thursday 9 March 2023 at 7.30pm

Attendees		
Clinton Hunt (26)	CH	Not present but mentioned
Jean Clavey (35)	JC	Harwood Hutton - HH
Daniele Hammond (33)	DH	Gary Calder - GC
Tony Rich (19)	TR	
Paul Roberts (29)	PR	Apologies
Jacki Wilkerson (18)	JW	Yulia Shirgina (25)
Brian Ray (27)	BR	Carolyn Caceres (34)
Tim Smith (31) – for Claudia Smith	TS	

Minutes

1. TO REVIEW and, if thought fit, approve the accounts for the year ended 24th June 2022.
There were no queries raised on the accounts for the year.
Accounts for the year 2021/22 were 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 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 resignation of Daniele Hammond was accepted. CH thanked her for all the help she had provided over the last 10 years, in particular the construction of the website.
The re-appointment of CH, JC, and TR was agreed.
Paul Roberts was nominated and elected as a new director.
4. TO CONSIDER the projected budgets and the proposed maintenance contributions for the year commencing from 1 July 2023 are increased from £120 per month (£1,440 per annum) to £140 per month (£1,680 per annum)
CH explained that whilst the directors were reluctant to impose extra expenses on the flat owners in the current circumstances, rapidly increasing prices were making it unavoidable.
The increase in maintenance contributions to £140 per month from 1 July 2023 were agreed.

5. TO VIEW a presentation by the Directors. CH gave the presentation which covered:

- **Key Achievements for the Year –**

Cleaning of the Carpets

The carpets in each block had been professionally cleaned and a carpet shampooer had been bought to keep them in a reasonable state going forward.

Garden

Last year's drought meant some plants had been lost and needed replacing. We have also increased the number of water butts (holding a total of 1,200 litres) to make watering easier. We have some new nest boxes and GC had recently involved some of the residents in the RSPB Big Garden Bird Watch.

Recycling Area

Work on the Recycling Area has been finished.

Electricity Meters

The two communal electricity meters for the site have been replaced with smart meters, making it easier to keep track of our electricity use and avoiding estimated bills.

Valuation of Highland Court

A new valuation has been conducted for insurance purposes by Cardinus Risk Management. Our insurance premiums have increased substantially to over £8,000.

Savings Account

A new savings account has been opened with Virgin Money.

Other Improvements

We are hoping to create a more community feel to Highland Court and now have a book club for adults and children, where books can be borrowed and swapped. There is also a noticeboard where anything of interest can be displayed. CH is able to laminate notices.

- **Summary**

The first three phases of the planned works were completed and CH was pleased to report that local estate agents are using pictures of the recent improvements to the site in their marketing.

- **Moving Forward**

Replacement of Paths

The next major item of work would be the resurfacing of the paths.

Decorating

Certain areas will need decorating. This is likely to be the gates, bin sheds, garages and Block 1.

Cleaning of the UPVC Window Frames

The new window cleaner would be doing this shortly.

Installation of an External Tap

Plans were going ahead for the installation of a tap.

Car Parking Management

Car parking was becoming increasingly difficult and each flat should be parking no more than one car in the car park. It was planned to employ a Car Parking Management Company in future to control this. It would be self-financing with no expense for owners to bear and would include permits, enforcement, signage and litter picking.

The revised priorities were agreed.

6. TO CONSIDER proposal for the sale of the roofspace and the various developments at Highland Court.

CH said that it was necessary to again consider the possibility of developing the roofspace at Highland Court. We had looked at this a few years ago but not progressed it. Unless we

agree to proceed with a development, it will not be possible to carry out all the maintenance work that is becoming increasingly necessary due to the age of the buildings; in particular the replacement of the roof, which will be necessary as piecemeal repairs will no longer be sufficient, and the resurfacing of the paths and carpark.

The directors are in the early stage of discussions with a developer, CBS Dorset Ltd, who had visited for an initial look at the site. The proposal was for nine one-bed and two two-bed flats with proceeds being split 50-50 between Highland Court and the developer. Highland Court's share of the proceeds would be used for improvements such as resurfacing of paths and car park, cavity wall insulation, electric car charging points, solar panels for communal electricity and bifold doors/balconies for flats. These extra works would be carried out at the same time as the roof development.

The next stage would be a feasibility study and then planning permission. It was anticipated that the development itself would take 4 - 6 months at a cost of £1.5 to £1.75 million. Legal advice would be taken from David Fleming.

TS, BR and PR welcomed the proposal for improving the financial situation of Highland Court in this way, but were insistent that professional advice was necessary to represent Highland Court and ensure our interests are looked after and that we get a fair share of the profits.

CH agreed that this would be necessary and any recommendations on companies to approach would be welcome.

There were concerns over disruptions to residents and the availability of parking once there were more flats. CH pointed out that once the car park was re-laid and marked out it should be possible to increase the number of car parking spaces. BR suggested that it could be necessary to get rid of the garages to maximise space and allocate storage lockers instead. It was acknowledged that there would be some disruption but the build time was quite short and that the increase in value of the flats and the other improvements, whilst minimising service charges should be considered sufficient recompense. CH felt that this development would make Highland Court one of the best blocks of its age in the area. He also pointed out that this proposal is being made for the good of all the owners.

- **Highland Court Needs Your Help**

The directors would welcome assistance from other owners, particularly anyone interested in becoming a director or having useful skills. Anyone interested in volunteering in other ways such as helping around the site, organizing events or having other ideas for improvements, should also contact them.

7. ANY OTHER BUSINESS

- BR thanked all the Directors for their work during the year.

10 April 2023