

Highland Court – Agenda Items

Date, Time & Location: 9th February 2023, Cricketers

Attendees: Jean, Tony and Clint. **Mentioned:** Harwood Hutton, Daniele

Item	Description and owner(s)
1	Jean & Clint - Flat 15 – Previous tenants are out, rubbish left by them has been removed and First Star and owner reminded of obligations.
2	Clint - Clearance of car park drains – initial job completed on 16 th August but need to carry out a more extensive clean once the tap is installed.
3	Jean & Clint – Debit cards received.
4	Jean – AGM minutes completed and distributed.
5	Clint – Jubilee plaque placed, Recycling signs fitted.
6	Clint – Communal notice board, local notices and plaque put up.
7	Tony & Clint – Replacement door lock ordered and installed on potting shed. Spare key cut.
8	Clint – Site valuation completed. Insurance company notified.
9	Clint – Carpet cleaning – All blocks professionally cleaned. Vaxed going forward.
10	Clint – Vinyl flooring fitted in potting shed.
11	Clint – Two book cabinets fitted along with plaque.
12	Clint & Jean – Additional Virgin Savings account set up. This will become the Projects Fund (Paths) whilst the General Reserve will become the Roof Fund.
13	Tony – Dumped furniture cleared from storeroom.
14	Clint – Autumn 2022 newsletter prepared and distributed. Also printed and put on to noticeboards.
15	Tony – Completion of recycling binsheds.
16	Clint – 2022 – 2023 Insurance documentation reviewed and approved.
17	Jean & Clint – Confirmation Statement verified and returned to HH for submitting to Companies House.
18	Tony – Repair to roof above F25.
19	Tony – Vehicle gates repaired.
20	Tony & Gary – Five additional water butts fitted.
21	Clint – Smart meters fitted for both blocks.
22	Clint & Tony – Invoices sent to HH for annual accounts.
23	Clint - Annual Service Charge and Statutory Accounts for Highland Court for YE 24 th June 2022 – Approved and submitted
24	Clint – Keys cut for on-site maintenance. Fob provided to Gavin Ibrahim.
25	Clint – Electric cabinets cleared on debris,
26	Daniele – 20 documents added to the website. Website folders also updated.
27	Jean & Clint – Maintenance rise letter written and distributed.
28	Jean – Various light repairs made.
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Item Number	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
Site Improvements						
1	11/11/2022	Heater installed in storeroom	Heater to be installed in storeroom	To be installed. Awaiting work	Clint	ASAP
2	17/01/2023	Compost butts for the site	Delivered.	Paving slab to be placed	Tony	28/02
Site Maintenance						
3	15/09/2022	CCTV – F33	CCTV positioned outside of property.	Cameras removed and placed within property		ASAP
4	11/11/2022	Fob programmer	Fob programmer is no longer working. A new unit to be installed.	New machine to be installed. Awaiting work by BETA.	Clint, then Tony	New Year. Beta to confirm
5	10/10/2022	Window cleaner	Replacement for John required.	A new window cleaner is contracted for HC.	Tony	TBC
6	26/11/2022	Leaks and repair to F7 Leak to F38	Leaks repaired to F7. Repair work to be carried out. Leaks reported by F38. Inspection to be made.	Inspection and repair work carried out.	Tony	TBC
7	September 2022	Dumped furniture	Mattress in binsheds.	Collected	Clint	28/12/2022
Highland Court Admin						
8	15/08/2022	Website updates	To add: <ol style="list-style-type: none"> 1. Add 2022 – 2023 Insurance documents. 2. To add sewer letter to owners. 3. To add Gary's winter blog. 4. New Agenda – February 2023. 5. Gary's birdwatch update 	Completion		

9	15/08/2022	Barclays Account	Additional approvers required – debit card, card and reader for Tony	Application to be made	Tony	ASAP
10	15/08/2022	██████████	Case ongoing.	██████ has admitted liability. Pending court judgement.	Harwood Hutton	Ongoing
11	08/09/2022	Filing of old paperwork	Paperwork to be filed in cabinets	Clint to file	Clint	31 st March
12	12/12/2022	Bad debtors	████████████████████	Letter from Harwood Hutton ██████	Harwood Hutton	31 st January 2023
13	06/01/2023	Website charging	Website charging to be transferred to Highland Court account.	Transfer	Daniele	31 st January 2023
14	15/08/2022	Water tap to be installed	Quote received from Thames Water To then approach local plumber for tap installation. Tap to then be secured. Hose pipe and accessories to be purchased and fitted.	Plumber visit 02/02/2023 Awaiting quote.	Clint	15 th February 2023
15	15/08/2022	Clearance of car park drains	Full clearance of drains cannot be completed until there is a water source.	Pending tap installation.	Clint	28 th February 2023
16	August 2022	Additional directors	Additional directors are required			

Postponed to spring 2023						
17	15/08/2022	Roof Inspection & Drain repair	Inspection and repair, including to drain above F8, to be done in summer months	Tony to update in due course	Tony	30 th April 2023
Post AGM 2023 - Wishlist						
18	15/08/2022	Decorating of Block One, binsheds, gates and garage doors	Raised at AGM but has not been requested as yet by owners. Will most likely require S20 process.	NA – Set for post AGM 2023.	All	2023
19	15/08/2022	Replacement of storeroom door	£1,600 quoted as at 12/12/2022	To be plied in interim	Tony/ All	2023
20	15/08/2022	Insulation of cavity walls	Agreement within team needed. Updated quotes received: Viridian: £15,570 Saving Energy UK: £19,275 Orion: £70 per building for a quote.	To be discussed but would be post AGM 2023. Will require a new S20 process.	All	2023
21	15/08/2022	Paths replaced	Will be the biggest project to-date.	NA – Set for post AGM 2023.	All	Possibly 2024

Relationships to hand over:

1. Basson -
2. Beta -
3. Marsh Insurance - Jean
4. Happy Drains -

5. ICO -
6. Harwood Hutton – Jean -
7. Barclays Bank - Jean
8. Virgin Bank - Jean
9. Thames Water -
10. First Star - Jean
11. Cardinus (valuations) –
12. EDF - Jean

Futures tasks

1. AGM presentation
2. AGM

Weekend work

1. Fit radiator in storeroom.
2. File all paperwork from old folders.
3. Fit bases to compost bins.