

**Highland Court – Agenda Items**

**Date, Time & Location:** 3<sup>rd</sup> July 2023, Zoom

**Attendees:** Jean, Tony, Clint **Mentioned:** Harwood Hutton

| Item | Description and owner(s)   |
|------|--|
| 1    | Jean and Clint – [REDACTED] rebated overpayment.                                       |
| 2    | Clint – [REDACTED]   |
| 3    | Clint – Heater installed in storeroom.   |
| 4    | Clint – Filing of all historical paperwork.  |
| 5    | Clint – Lighting outside B21-26 fixed. Invoice paid.                                   |
| 6    | Clint – Mattress collected.  |
| 7    | Clint – [REDACTED]   |
| 8    | Tony – New window cleaner employed.  |
| 9    | Daniele/Jean/Clint – Transfer of domain to Highland Court.                             |
| 10   | Tony/Clint – Fob programmer installed. Invoice paid.                                   |
| 11   | Jean & Tony – Roof repairs and confirmation all leaks are now sealed.                  |
| 12   | Jean & HH – Daniele Hammond removed and Paul Roberts updated/added at Companies House. |
| 13   | Jean – 2023 AGM Minutes  |
| 14   | Jean & Clint Numerous email and letter notifications on the maintenance increase.      |

| Item Number              | Date opened | Description                              | Status  | Target for next meeting                                | Owner | Target Date for completion |
|--------------------------|-------------|--|---|--|-------|----------------------------|
| <b>Site Improvements</b> |             |  |   |  |       |                            |
| 1                        | 17/01/2023  | <b>Compost butts for the site</b>        | Butts delivered. Awaiting slabs. Tony collecting w/e 7 <sup>th</sup> -9 <sup>th</sup> July                    | Paving slabs to be picked up.                          | Tony  | TBC                        |
| 2                        | 03/05/2023  | <b>Additional CCTV</b>                   | To purchase, install and set up additional CCTV cameras for the binsheds                                      | Visit and installation<br>Visit being made Saturday AM | Clint | TBC                        |
| 3                        | 13/05/2023  | <b>Door retainer cables on bike rack</b> | Retaining cables to be installed on the doors of the bike rack to prevent damage should the doors swing open. | Tony to update.  | Tony  | TBC                        |

|                             |            |   |   |   |       |      |
|-----------------------------|------------|---|---|---|-------|------|
| 4                           | 11/06/2023 | <b>Replacement lighting for the block entrances</b> | Motion sensor lights to be installed above the entrance of each block   | Jean to discuss costing and installation with Gavin.                        | Jean  | TBC  |
| 5                           | 06/06/2023 | <b>Replacement doors and windows for storeroom</b>  | Existing doors to be replaced by UPVC doors and frame.  | Tony to advise on timings   | Tony  | TBC  |
| <b>Site Maintenance</b>     |            |   |   |   |       |      |
| <b>Highland Court Admin</b> |            |   |   |   |       |      |
| 6                           | 15/08/2022 | <b>Website updates</b>                              | To add:<br><ol style="list-style-type: none"> <li>1. Add 2022 – 2023 Insurance documents.</li> <li>2. To add sewer letter to owners.</li> <li>3. To add Gary's winter blog.</li> <li>4. New Agenda – February 2023.</li> <li>5. Gary's birdwatch update</li> <li>6. 9<sup>th</sup> February Team minutes</li> <li>7. 2023 AGM Minutes</li> <li>8. To add 83 Gordon Road notice letter</li> <li>9. To add maintenance raise letter</li> <li>10. To add link to Companies House</li> <li>11. To add minutes from 3<sup>rd</sup> July 2023.</li> </ol> | Completion<br>Jean to then confirm if documents can be added                | Jean  | ASAP |
| 7                           | 15/08/2022 | <b>Barclays Account</b>                             | Additional approvers required – debit card, card and reader for Tony  | Tony to visit local branch with ID.   | Tony  | ASAP |
| 8                           | 15/08/2022 | <b>Water tap to be installed</b>                    | Quote paid to Thames Water.<br>Charges to be paid to SE Plumbing once work is complete.<br>Tap to then be secured.<br>Hose pipe and accessories to be purchased and fitted.   | Initial work complete 27/06.<br>Followed by Thames Water works inspections. | Clint |      |
| 9                           | 15/08/2022 | <b>Clearance of car park drains</b>                 | Full clearance of drains cannot be completed until there is a water source.   | Pending tap installation:<br>Thames Water to inspect                        | Clint |      |

|    |            |  |   |  |              |  |
|----|------------|--|---|--|--------------|--|
| 10 | 08/03/2023 | <b>CCTV usage</b>  | Additional directors to be able to access the app and playback.   | Jean and Tony to attend training with Basson.                    |              |  |
| 11 | 03/07/2023 | <b>CCTV Email – status</b>   | Email states no connection. Connectivity is fine except for Camera 16.  | Jean to contact Basson and also request training along with Tony | Jean & Tony  |  |
| 12 | 15/08/2022 | <b>Roof Inspection &amp; Drain repair</b>                                    | Inspection and repair, including to drain above F8, to be done in summer months   | Tony to update in due course                                     | Tony         |  |
| 13 | 12/04/2023 | <b>Spare all-access fobs</b>   | All-block fobs are required for JC, CH and the visitor set.   | Tony to update in due course                                     | Tony         |  |
| 14 | 03/07/2023 | <b>Maintenance increase chasers</b>  | Numerous properties have failed to update their maintenance. Daniele Hammond is a non-payer.  | Clint to chase<br>Jean to chase DH                               | Clint & Jean |  |
| 15 | 03/07/2023 | <b>Email from [REDACTED] regarding buggies, bike and scooters in hallway</b> | To message [REDACTED] about the issue. Bikes and scooters to be moved. Then advise First Star that the items will be removed if not placed in the property. | Jean to message [REDACTED]<br>The advise First Star.             | Jean         |  |

### AOB

1. Knotweed inspection suspended. Will visit when next in the area. Jean to advise in due course
2. Zoom account may be necessary for meetings that are longer than 40 minutes. Clint to investigate.

| Development Wishlist |            |   |   |  |  |  |
|----------------------|------------|---|---|--|--|--|
| 1                    | 09/03/2023 | <b>Solar panels for the communal electric</b>                     |   |  |  |  |
| 2                    | 09/03/2023 | <b>Insulation of cavity walls</b>                                 |   |  |  |  |
| 3                    | 09/03/2023 | <b>Balconies to each flat along with bi-fold doors</b>            | To be submitted as part of a single planning application              |  |  |  |
| 4                    | 09/03/2023 | <b>New balustrades</b>  | Glass type  |  |  |  |
| 5                    | 09/03/2023 | <b>Decorating of all blocks binsheds, gates and garage doors.</b> |   |  |  |  |
| 6                    | 09/03/2023 | <b>Panelling of the open area on Block 1 - 7</b>                  | Possible. To consult owners in that block                             |  |  |  |
| 7                    | 09/03/2023 | <b>Replacement of storeroom door</b>                              |   |  |  |  |
| 8                    | 09/03/2023 | <b>New metal doors on the binsheds</b>                            |   |  |  |  |
| 9                    | 09/03/2023 | <b>Paths replaced</b>   | Block paving type.  |  |  |  |
| 10                   | 09/03/2023 | <b>Resurfacing and relaying out of car park</b>                   | To be considered if full resurfacing is required or extensive repair. |  |  |  |
| 11                   | 09/03/2023 | <b>Electric car powerpoints</b>                                   | To be positioned on 'floating' parking spaces                         |  |  |  |
| 12                   | 09/03/2023 | <b>Landscaping of the communal site</b>                           | To work in conjunction with Gary                                      |  |  |  |