

Highland Court – Agenda Items

Date, Time & Location: 21st August 2023, 20:00 – 21:30, via Zoom.

Attendees: Jean, Tony, Paul & Clint. **Mentioned:** Harwood Hutton

Items closed off since last meeting

Item	Description and owner(s)
1	Jean – [REDACTED] paid in full
2	Tony – Slabs for compost bins
3	Tony – Storeroom-Office doors
4	Jean & Clint – Basson email notification – now updated and accurate.
5	

Item Number	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
Site Improvements						
1	13/05/2023	Door retainer cables on bike rack	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
2	11/06/2023	Replacement lighting for the block entrances	Block lighting complete. Floodlights and pedestrian entrance lighting to be replaced.	All lighting repaired/replaced. Invoice received and paid.	Clint	TBC
3	11/07/2023	Internet set-up for Highland Court	Internet only set-up to be investigated	To arrange site visit by firm Paul has been liaising with.	Paul	TBC
4	03/05/2023	Additional CCTV	To purchase, install and set up additional CCTV cameras for the binsheds	Installation to be booked once the internet is installed.	Clint	On hold

Site Maintenance

Highland Court Admin

5	15/08/2022	Website updates	<p>To add:</p> <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 6. 9th February Team minutes 7. 2023 AGM Minutes. 8. To add 83 Gordon Road notice letter 9. To add maintenance raise letter 10. To add link to Companies House. 11. 3rd July 2023 Team minutes. 12. Gary's July butterfly blog 13. 21st August Team minutes 14. 	<p>Tony to ask Neil and Harry (other residents in block).</p> <p>Jean to message owners</p>	Tony & Jean	ASAP
6	15/08/2022	Barclays Account	Additional approvers required – debit card, card and reader for Tony	Await paperwork from HH. To then arrange online access for Tony incl card reader.	Tony	ASAP
7	15/08/2022	Water tap to be installed	<p>Quote paid to Thames Water. Charges to be paid to SE Plumbing once work is complete.</p> <p>Tap to then be secured.</p> <p>Hose pipe and accessories to be purchased and fitted.</p>	Initial work complete 27/06. Installation due 8 th – 14 th September	Clint	DS2021514
8	15/08/2022	Clearance of car park drains	Full clearance of drains cannot be completed until there is a water source.	Pending tap installation: Thames Water to inspect	Clint	On hold
9	08/03/2023	CCTV usage	Additional directors to be able to access the app and playback.	Jean, Tony & Paul to attend training with Basson once additional cameras have been installed.		

10	15/08/2022	Roof Inspection & Drain repair	Inspection and repair, including to drain above F8, to be done in summer months. No further leaks reported.	Tony to update in due course	Tony	
11	12/04/2023	Spare all-access fobs	All-block fobs are required for JC, CH and the visitor set.	Tony to contact Beta to discuss	Tony	
12	03/07/2023	Maintenance chasers	F16 has failed to update their maintenance. F33 – non-payer.	Henry Campbell has advised Tony that SO had been updated. CH to confirm 1 st September and chase balance. Jean to chase Danielle Hammond	Clint & Jean	
13	03/07/2023	Email from ██████ regarding buggies, bike and scooters in hallway	To message ██████ 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 ██████	Jean, then Clint	
14	31/07/2023	Next phase with ██████	Phase One: Payments have stopped before balance cleared. Phase Two: To consider using an alternative firm for ██████	Awaiting update from HH	Clint	
15	02/08/2023	Harwood Hutton invoicing	HH March – June 2023 invoice PAID Client Account – Topped up to £2K HH to pay monthly going forward.	HH to confirm July/Aug to be paid 1 st Sept and Sept on 30 th Sept.	Clint	
16	15/08/2023	Dumped furniture collection	Collection due 23/08	Awaiting collection	Paul	

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