

Highland Court – Agenda Items

Date, Time & Location: 14th December 2023; 19:00 – 20:00

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

Items closed off since last meeting

Item	Description and owner(s)
1	Paul – Dumped furniture collected.
2	Jean/Clint – Flat 16 move out – complete.
3	Clint – HH invoicing – All invoicing paid to-date. Will be paid monthly going forward.
4	Jean – Notice to residents over dumped furniture.
5	Clint – Communal drain connected to Thames Water supply.
6	Clint – JG payments have resumed.
7	Jean – DH payment received.
8	Clint – Bulkhead lighting and flood lights replaced, invoice paid.
9	Clint – Car parks drains cleared, invoice paid.
10	Clint – Additional cameras installed and system upgrade completed. Invoice paid.
11	Clint – █████ paid and up-to-date.
12	Clint – Insurance documents checked. Invoice to be paid Monday 30 th October. CH to be reimbursed.
13	Jean – Internet set-up for Highland Court
14	Clint – JG judgement now paid in full.
15	Lara – Website updates and improvements.
16	Clint – All-access keys cut for each director.
17	
18	

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
Site Maintenance						

Highland Court Admin

2	15/08/2022	Barclays Account	Additional approvers required – debit card, card and reader for Tony and Lara	Jean to approach Barclays on latest for adding Tony. Jean also to include Lara.	Jean	ASAP
3	15/08/2022	Dripping tap & cover to communal water tap	Clint to message builder regarding dripping tap. Tony to install insulated box around pipe and tap. Hose pipe and accessories to be purchased and fitted.	Tap dripping stopped. Box to be installed.	Clint & Tony	31/12/2023
4	08/03/2023	CCTV usage	Additional directors to be able to access the app and playback.	Jean, Lara, Tony & Paul to attend training with Basson.	Lara	TBC
5	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	ASAP
6	03/07/2023	Maintenance chasers	█ has failed to update their correct maintenance. █	Payments still at £120.	Jean and Clint	January

AOB

1. Jean to discuss mattress with owner █
2. Jean to share details of Christmas Tree collections.
- 3.

Highland Court Rooftop Development

1	14/12/2023	Special Meeting Process	To confirm the process for the forthcoming Special Meeting	Process confirmed	Clint	31/12/2023
2	14/12/2023	Legal advice regarding the development	To approach AB for a suggested alternative to DF	Alternative legal advisor sought	Clint	31/12/2023
3	14/12/2023	Roof replacement quotes	Quotes needed for the SM detailing cost of new roof	Clint to approach Wiffen Tony to approach Furlong	Clint & Tony	31/12/2023
4	14/12/2023	CBS availability for SM	To confirm if available to attend on the 1 st Feb	Clint to confirm	Clint	31/12/2023
5	14/12/2023	CBS detailed plans for the car park	Car park plans to be made available prior to SM and discussed	Clint to approach CBS	Clint	31/12/2023

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			