
Highland Court (Woodford) Limited

ANNUAL GENERAL MEETING –MINUTES

DATE AND TIME: Thursday 19 June 2025 at 7.30pm by Zoom

Attendees		Apologies
Tony Rich (19)	TR	Tim Smith (31) – for Claudia Smith
Lara Batley (16)	LB	Lisa Clavey Yildiz (35)
Clinton Hunt (26)	CH	
Neil Blacklock (17)	NB	
Carolyn Caceres (34)	CC	
Jacki Wilkerson (18)	JW	
Allestree Fisher (24)	AF	
Pam Fisher (24)	PF	
Jean Clavey	JC	

Minutes

1. TO REVIEW and, if thought fit, approve the accounts for the year ended 24th June 2024.
There were no queries raised on the accounts for the year.
Accounts for the year 2023/24 were approved by all.
2. TO CONSIDER, and if thought fit, re-appoint S & W Partners (formerly Evelyn Partners) as accountants to the company until the next AGM.
S & W Partners were 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.
CH asked that anyone who felt they could help in any way should put themselves forward. This could be as a Director, or just to help out with a particular project, organizing events or even watering the plants.
The re-appointment of Clinton Hunt, Tony Rich and Lara Batley was agreed.
4. TO CONSIDER the projected budgets and the proposed maintenance contributions for the year commencing from 1 July 2025.
No change to current maintenance contributions was recommended and it was agreed these would remain at £140 per month from 1 July 2025.
5. TO PROVIDE a brief update on the roof development at Highland Court
TR gave a brief background to the development which was now making progress after many years. Highland Court has appointed a local specialist solicitor, Nicky Cleightonhills, and the developer CBS (Dorset) Ltd are also using a local solicitor. Airspace valuations have been

undertaken and the Heads of Terms are about to be finalised. The architect (Darren Henderson) visited recently and provided some drawings (attached). The lightweight structures for the new flats are to be assembled off-site by MetStructures (<https://www.metstructures.uk.com/light-gauge-steel-frames.php>).

Section 5 letters should be going out to flat owners within the next month which will give anyone wishing to respond with a counter offer, and who could muster sufficient support, two months to do so. It will then be possible to go ahead with the planning application. It is hoped that work will be able to start later in the year so that the roof can at least be made watertight by next winter.

Highland Court's share of the proceeds would be used for improvements such as new fire compliant front doors to individual flats, 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. Any funds not used at the time would contribute to the sinking fund and used for future projects and to maintain the service charge at an affordable level. It was noted that if for any reason the development could not go ahead that the replacement roofs would cost in the region of £400,000.

6. ANY OTHER BUSINESS

- CC asked about the state of Japanese Knotweed on the site. Details of the treatment and guarantee can be found on the website. The final monitoring visit is due in 2028. No Knotweed had been found when the hardstanding for the washing lines had been laid.
- The Directors and JC were thanked for all their work during the year.

20 June 2025