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## Highland Court (Woodford) Limited

### ANNUAL GENERAL MEETING –MINUTES

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DATE AND TIME: Wednesday 22 April 2026 at 7.30pm by Zoom.

<b>Attendees</b>		<b>Apologies</b>
Clinton Hunt (26) - Chair	CH	Lisa Clavey Yildiz (35)
Lara Batley (16) - Director	LB	
Tony Rich (19) - Director	TR	
Carolyn Caceres (34)	CC	
Jacki Wilkerson (18)	JW	
Allestree Fisher (24)	AF	
Pam Fisher (24)	PF	
Ruke Nezaj (31)	RN	
Jean Clavey	JC	

### Minutes

1. TO REVIEW and, if thought fit, approve the accounts for the year ended 24 June 2025. There were no queries raised on the accounts for the year.  
**Accounts for the year 2024/25 were approved by all.**
2. TO RECEIVE the resignation of S & W Partners as accountants from 31 May 2026 and TO CONSIDER the appointment of KDV Accountancy Service Ltd.  
In response to a query from RN, CH explained that there would be a one-month overlap between the two accountants in order to ensure a smooth handover. This would mean extra expense but was particularly important as S & W Partners resignation comes just at the end of the financial year. The fees for KDV Accountancy Services Ltd would be less than those previously paid, as they would be providing a slimmed down service more suitable for our needs.  
**KDV Accountancy Services Ltd were appointed from 1 May 2026 for the year 2026/27.**
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. None of those present came forward.  
The three directors and JC were thanked for all their work during the year.  
**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 2026.

CH explained that in recent years we had been concentrating on building up the reserves, transferring any spare money to an interest-bearing account with Virgin Money, this now contained almost £100,000. We would be transferring this to a new account with Yorkshire Building Society paying a higher rate of interest. Although all costs have risen substantially the Directors did not feel that the service charges needed to be increased at the present time, however, if the roof development did not proceed, the reserve fund would fall far short of what would be needed to maintain the estate and service charges would need to be increased as well as the likelihood of one off payments for roof repairs being needed.

**No change to current maintenance contributions was recommended and it was agreed these would remain at £140 per month from 1 July 2026.**

5. TO PROVIDE a brief update on the roof development at Highland Court

CH explained that the directors are nearly ready to sign the contract with the developer for the building of ten additional flats on the roof space at Highland Court. Unfortunately, all the process takes considerable time. Once the contract is agreed in principle, Section 5 notices will be sent out to flat owners, there will then be 2 months for responses. If over half of the owners do not agree with the proposed development the Directors will need to reconsider. It is not anticipated that this will happen as the development will benefit every flat and proceeds will be ploughed back into Highland Court. Failures to respond will be considered to be an agreement to the proposal. The buildings and surrounds are aging and will need considerable investment to bring them up to current standards. Unfortunately, increasing material costs and oil prices mean that building costs have increased substantially since the development was first considered.

The next stage will be a detailed site survey and then an application for planning permission. All Councils are under considerable housing pressure, and many roof developments have gone ahead in Redbridge so it is hoped that there would be no problems with this. Meetings will be arranged as things progress and all owners will be kept fully informed.

6. ANY OTHER BUSINESS

- CC asked if the communal electrical work in the blocks had been completed. TR confirmed that it had; fuses had needed to be downgraded to comply with new meters. Safety checks have been done and signed off by a qualified electrician.

4 May 2026