R. Mead Phase 1 (Swindon) Management Company Limited

Minutes of directors' meeting held electronically via Zoom on 7th April 2022 at 4:30pm

Present:

Directors:
D Evans
H Masden
I O'Regan
A Drinkwater

In Attendance

Block Management Ltd:
J Morris
T Dellow

1. Apologies

None

2. Debtors

As of 7th April 2022, there are:
30 members paid in full,
40 members paying in instalments,
4 members overdue on this year's charge,
1 member overdue on a supplementary invoice,
3 members owing more than one years' service charge but paying nominal amounts and
1 member who has not made any payments and owes more than one years' service charge.

The company have received £54,420.23 (46.68%) of the total charge with £62,171.21 (53.32%) remaining to be received.

3. Maintenance in 2022

a) New doors and door entry system

It was agreed to vary expenditure from the maintenance budget in 2022 to reduce the number of steel doors installed in the year and increase the number of fob entry access systems so that all 10 blocks are secured. This will help ensure the safety and security of residents given the issues with the existing locks and non-availability of keys for two blocks and a door that needs to be replaced urgently. It was agreed to instal further steel doors to the remaining blocks over the next few years.

4. Insurance

Under the terms of the lease, the freeholder should nominate an insurer to the Management Company for it to place buildings insurance. Despite repeated attempts to obtain this nomination from both the previous agent Babbington Property Management, and the freeholder, Furatto Limited, a nominated insurer has not been received.

Block Management Ltd has obtained advice from an insurance broker who suggested that the previous policy was likely to be on a 'block' policy with other properties owned by the Freeholder.

Block Management Ltd sent a recorded delivery letter to the freeholder's registered office on 1 April 2022 to which no reply has been received yet.

It was noted that the freeholder is obliged to supply details of insurance within 21 days of a request. It was agreed to try to obtain a quote for cover, however, this is proving difficult due to the refusal of the previous agent to supply details of any claims made. If the freeholder did not reply within 21 days, the directors would review the matter again and decide whether to place cover independently of the freeholder to ensure that insurance cover was in place.

5. Handover

The directors have made a formal complaint to Babbington Property Management (BPM) on March 20th at 8:37pm regarding their failure to handover financial records and documents belonging to the company following the termination of BPM on 31 January 2022. These include all payments made and received in 2021 and copies of invoices paid to an associated company of BPM in January 2022. It has transpired that BPM held leaseholders' funds in a single bank account together with funds for other sites which when combined with a refusal to provide financial and other documentation is a cause of concern.

It was agreed that if BPM do not respond to the formal complaint within 28 days that the directors with raise a complaint with the Property Ombudsman and consider legal action to recover the records.

6. AOB

There being no further business the meeting closed at 20:06pm