

R. Mead Phase 1 (Swindon) Management Company Limited

Minutes of directors' meeting held electronically via Zoom on 4th May 2022 at 5:00pm

Present

Directors:

D Evans

H Masden

I O'Regan

A Drinkwater

Block Management Ltd:

J Morris

T Dellow

1. Apologies

None

2. Debtors

As of 4th May 2022, there are:

32 members paid in full,

33 members paying in instalments,

10 members overdue on this year's charge,

1 member overdue on a supplementary invoice,

3 members owing more than one year's service charge but paying nominal amounts.

The company have received £62,853.84 (53.9%) of the total charge with £53,737.60 (46.09%) remaining to be received.

3. Maintenance

a) Steel Doors

A quotation for a replacement steel door was received for 7-15 Florey Court as it is in a poor condition. It was agreed that the contractor will be instructed to install the new door with further installations planned on the remaining blocks in future years.

b) Paxton System

A contractor is due to begin installing the new fob entry system from 13th May and intends to complete installation of the 10 blocks by 21st June 2022.

c) AOV and Fire Alarm

A fire risk assessment commissioned by the previous managing agent in January 2021 recommended the removal of the fire alarm systems as they could be considered as an overprovision as the blocks are purpose built and the evacuation strategy is to stay put. It was agreed to remove the fire alarm components replacing them with blanking plates and to undertake a service on the Automatic Opening Vents (AOV) at the same time.

4. Insurance

As no response was received from the Freeholder to a written request to nominate an insurer, insurance was placed via a reputable broker from 25th April 2022. Policy documents are due to be received by 6th May 2022 and will be made available to members.

5. Handover

As of 4th May 2022, only the following handover documents were provided by Babbingtons Property Management (BPM):

Home from Home (previous managing agent) records

Electricity Invoices

Insurance for the 2021 renewal

January 2022 cashbook and debtors list

A summary of Service charge income and expenditure for the last 6 years

Fire risk assessment commissioned in January 2021

Most of the handover documents are still due to be supplied BPM to the new managing agent, including details of expenditure in 2021 and copies of invoices paid by BPM to an associated company of BPM.

The Property Redress Scheme have updated their minimum time before a complaint can be filed to 8 weeks after a formal complaint has been submitted to the agent. As the formal complaint was made to BPM on 20 March 2022, a complaint can be submitted to the Property Redress Scheme on or after 15 May 2022. It was agreed to continue perusing outstanding records from Babbingtons before filing a complaint with the Property Redress Scheme.

6. AOB

I O'Regan informed the meeting that he was expecting to shortly exchange on his property, meaning that he would no longer be eligible to continue as a director or member of the company.

There being no further business the meeting closed at 5:51pm.