



R. Mead Phase 1 (Swindon) Management Company Limited

Minutes of directors' meeting held electronically via Zoom on 18th July 2022 at 5:00pm

Directors:

D Evans

A Drinkwater

Block Management Ltd:

J Morris

T Dellow

1. Apologies

H Madsen

2. Debtors

As of 18th July 2022, there are:

£26,900.40 total debtors of which 4 debtors have made arrangement to clear debts totalling £6,071.92.

2 debtors with no payments this year totalling £2,987.44. It was agreed to post notices to the apartment addresses as no response was received from the correspondence address obtained from Babbington and the Land Registry.

3. Maintenance

a) Steel Doors

The installation of the first door at 7-15 Florey Court was completed on 1st July 2022.

b) Paxton System

The new fob system has been installed on 7 blocks (1-6, 7-15, 16-24, 25-40, 41-45, 46-53, Peony) leaving 3 blocks (54-61, 62-64 and 65-72) to complete. Access by key will be disabled once the system has been installed to all blocks to ensure security.

c) Fire Alarm

In line with guidance received from the 2021 fire risk assessment, the fire alarm systems have been de-commissioned other than 41-45 Florey Court as advise was sought regarding a smoke detector in the bin store. The fire risk assessor confirmed that it was appropriate to de-commission this system as well and this will be undertaken in due course.

d) Car Park Renumbering

Car parking spaces have been renumbered according to apartment numbers rather than plot number. Several leaseholders and residents have provided positive feedback.

e) Peony House Forecourt

It was noted that there are vehicles being parked on the main forecourt at Peony House, it was agreed to install a wooden post with a no parking sign on the front corner where the curb drops to deter parking on the pavement. The situation will then be reviewed with the possibility of installing further posts as required.

Re-planting of the forecourt area where trees had been removed was discussed and it was agreed that the managing agent and D Evans would visit the site later in the year to review what plants would be suitable for this and other areas of the site for which the gardening contractor may submit a proposal for consideration.

f) CCTV

The expansion of the CCTV system was considered as it will aid detection and deterring of fly-tipping on the site which has cost in the region of £3,000 per year to clear.

It was proposed to install a camera in each underpass, bin store, bike store with additional cameras on the sides of the building to cover the main entrance to each block.

The costs for this were considered alongside the previous costs incurred for waste removal and it was agreed to proceed with the installation of around 15 cameras to cover the whole site provided H Madsen agreed.

g) HyperOptic

The managing agent became aware that HyperOptic, a fibre broadband supplier, was on site installing fibre services to the apartments without the company's knowledge. It was determined that the previous managing agent had signed an agreement on behalf of R Mead with HyperOptic without informing the company directors.

The current managing agent obtained the proposal from HyperOptic and conducted a site meeting with them. The directors agreed to continue with the installation which had already commenced.

A copy of the proposal would be signed by the directors in order that the work was confirmed on behalf of the company.

4. Insurance

A request from JB Leitch Solicitors was received by the managing agent for payment of Pier Management's insurance premium. JB Leitch subsequently advised that they were Pier Management's solicitor and Pier Management were the Freeholder's (Furatto Limited) agent.

The managing agent informed JB Leitch that the management company are obliged under the lease to place cover for the property and would not expend leaseholder funds on policies placed directly by the Freeholder or their agent. A request from JB Leitch had been received prior to the meeting for a copy of the current insurance document and it was agreed to provide them with this.

5. Handover

No further information has been received from Babbington Property Management despite numerous requests and a formal complaint from the directors. It was agreed to submit a Property Redress Scheme (PRS) complaint against Babbington for failure to provide handover information. It was agreed that the directors would raise the complaint following receipt of correspondence evidence collated by the current managing agent.

6. AOB

None

There being no further business the meeting closed at 6:06pm