R. Mead Phase 1 (Swindon)
Management Company Limited

Minutes of directors' meeting held electronically via Zoom on 30th August 2022 at 5:00pm

Directors:
D Evans
A Drinkwater
H Madsen

Block Management Ltd:
J Morris
T Dellow

1. **Apologies**
   None

2. **PRS**
   A Drinkwater informed the meeting that he spoke with Fozia from the Property Redress Scheme (PRS) who have requested an update on outstanding information in the next 24 hours. This meeting was called to discuss the outstanding documents, information received and concerns with the handover at this stage.

3. **2020 accounts**
   The accounts for 2020 were previously received from Babbingtons with most of the year managed by the agent before Babbingtons. The directors agreed to not expend any further time or expense to review these accounts.

4. **Payments in Advance**
   Babbintons appear to have charged for their services 6 months in advance. Without the bank records, it is unknown if these were actually paid 6 monthly in advance as the directors did not agree to this.

5. **CD Rawlings Plastering – Internal Apartment Work**
   CD Rawlings £595 24/05/21. This appears to be internal work to a flat which is not usually paid for by the company. The directors will query this charge with Babbington through the PRS.

6. **Babbinton – Debt Collection Fees**
   Babbinton £384.00 17/08/21 relates to Debt collection fees. These fees would normally be charged to individual leaseholders. A management contract was not provided by Babbington to confirm their terms and the validity of this charge. Block Management Ltd confirm that they do not charge the company for this and would expect any debt collection charges to be charged to individual leaseholders.

7. **Mike James – Internal Apartment Work**
   Mike James 19/11/21 £150.00. This appears to be internal work to a flat which is not usually paid for by the company. The directors will query this charge with Babbington through the PRS.

8. **Babbington – Direct Debit Charge**
   Babbington 30/11/21 £288.00. This appears to be Babbington's charges to the company for collecting payments by direct debit which the meeting felt was unreasonable given that they declined to accept alternative payments by standing order.

9. **Babbington – Assignment Charge**
   Babbington 30/11/21 £650.00. This appears to be Babbington's charges for dealing with lease assignments. It is unlikely that these costs are in the schedule of maintenance costs payable by leaseholders generally under the terms of the lease. Block Management Ltd confirm that their assignment fees are raised as administration charges directly to individual leaseholders who incur the work, rather than to the company as a whole.

10. **Babbington – EICR**
    The invoice from Cube Electrical & Building Contractors Ltd for £2,120 for 9 EICRs dated 31/03/21. The work took place in 2021 but was for unknown reasons charged in the accounts by Babbington in 2020. EICRs for the ten blocks (rather than 9) were finally provided by Babbington today.

    C1 results (major fails) were recorded on some of the reports and were signed off as satisfactory which is contradictory. The certificate also stated that the EICR should be redone after 1 year rather than the usual 5 years. The company that produced the reports now appears to be in the process of liquidation.

    An independent electrician has reviewed the certificates and recommended that the failed blocks should be reviewed at the next opportunity to ensure compliancy. This will incur unnecessary additional expense to again undertake the reports so soon.

11. **Babbington – Leaseholder Correspondence**
    There are no records provided by Babbington of any correspondence with leaseholders at all, or any correspondence with solicitors at time of sale included in the documentation.

12. **Babbington – Bank Records**
    There are no bank records provided by Babbington meaning that the payment of any of the invoices cannot be substantiated. It is reasonable to expect there should have been some interest earned on the cash balances held by Babbington.

13. **Babbington – Charges in 2020 Accounts**
    A Fire Risk Assessment dated 25/01/21 at £720.00 was charged in the 2020 accounts by Babbington. A number of costs were charged to the 2020 accounts despite them being incurred in 2021, it is not known why Babbington did this.

14. **Babbington – Insurance Claims**
    Information of the insurance claims history has not been provided which creates a difficulty in providing the insurance company and their surveyor's with an accurate history of the site.

    The insurance had to be placed by the company as Babbington did not provide any correspondence from the Freeholder with their nomination. The company is now obliged to provide claims history for the policy that was taken out in leu of the Freeholder's nomination which means this information is now vital to avoid cover being withdrawn.

15. **Babbington – Charge for Accounts**
    A charge of £480 for producing 2021 accounts was made by Babbington despite not providing an accurate and full copy of the accounts that were paid for. A new set of accounts will therefore need to be prepared and paid for.

16. PRS Response

A Drinkwater collated the above information in response to the PRS. It was agreed to claim for the costs related to expenditure that the company has made but was not obliged to contribute to, including the EICR's which were not competently carried out. The directors agreed to pursue further compensation for the lengthy and arduous handover process and questioned whether the paid notice period of 3 months agreed with Babbington was justified given the lack of co-operation.

17. AOB

a) Door entry and CCTV

The work to install the remaining door entry is progressing well and should be completed in the next few weeks. The CCTV system will be expanded to cover the whole site, including the bike stores and bin stores which will improve security of residents and their bicycles.

b) Debtors

As of 30th August 2022, there is 1 debtor outstanding which has now been passed on to a debt collection agency.

c) Area in front of Peony House

The area in front of Peony House is regularly used for parking. D Evans suggested that she would review the metal grated areas on her next site visit to make recommendations for replanting.

It was agreed to proceed with the installation of a good quality bollard within a £500 budget the corner of the entrance where cars have pulled up on the sloped curve to park on the forecourt area.

There being no further business the meeting closed at 6:15pm