



R. Mead Phase 1 (Swindon) Management Company Limited

Minutes of Members' Meeting held electronically via Zoom on 29th June 2023 at 5:00pm

In attendance:

A Drinkwater - Director
D Evans – Director
J Evans
G Omirinde
V Marshall
M Bentley
S Raval
A & J Moss
A Bolstridge
M & E Purnell
P & R Allen
Z Fodor (Proxy for K Fodor-Pataki)
J Morris – Company Secretary/ Managing Agent
T Dellow – Managing Agent

1) Welcome and Apologies

T Dellow welcomed those in attendance to the meeting and presented a chart showing the management structure at Florey Court and Peony House. Prior to the meeting D Hartridge provided his apologies.

2) Formal Resolutions

a) Re-election of Debra Evans who Retires by Rotation

D Evans provided a brief explanation to members as to her original appointment on the board and her involvement with the current managing agent to better the site.

Those present were asked for a show of hands in favour or re-electing D Evans which was passed unanimously.

3) Handover from Previous Agent

Block Management Ltd were appointed in February 2022 following the termination of the previous agent, Babbington Property Management. The outgoing agent did not complete a satisfactory or industry standard handover and the company directors had registered a complaint with the Property Redress Scheme.

Following this complaint and efforts from Block Management Ltd to obtain relevant company information, the new agent is now able to effectively manage the site despite the initial lack of information.

4) Right To Manage

During the year a Right To Manage (RTM) application was agreed by the majority of members. The Right To Manage was obtained on 27th June 2023 meaning that the company may now place more cost effective insurance.

The RTM Company appointed R Mead Phase 1 (Swindon) Management Company Limited to continue its management function on its behalf to simplify the change.

5) Freehold Fund

Block Management Ltd had identified a provision within the lease that allows the management company to save 15% of the total annual service charge as contribution toward purchasing the Freehold at 12x the annual ground rent.

Given the saving that this provision grants compared with a traditional purchase of the freehold, the management company had agreed to start the fund in 2022 and put aside 15% of the total annual service charge each year.

Estimated figures for the freehold purchase were presented to the meeting. A rent review increase is due in 2024 and it is estimated that the new purchase price from 2024 to 2034 would be around £286,000.

It was estimated that a 15% contribution to the fund would accumulate approximately £223,000 by 2034 by which time the rent will be reviewed again and the purchase price increased.

Members agreed to wait for the actual purchase price in 2024 which will be known once the rent is increased in line with RPI for the last 10 years.

It was agreed to issue a letter to members regarding the Freehold purchase.

6) Maintenance

a) Fob Entry

T Dellow advised that a fob entry system had been installed to the communal front doors of each block which had improved security. The system has also been installed to the bin store under the vehicle arch and is intended to be extended to the remaining bin stores and the bike stores.

b) New Doors

A new steel communal front door had been installed at 7-15 Florey Court which improves security and reduces ongoing maintenance and vandalism to the wooden doors. It is intended to replace the remaining communal front doors with steel doors at a rate of around 3 per year such that all 10 blocks will have new doors by 2025.

c) CCTV

A comprehensive CCTV system was installed in 2022 which provides coverage for the external communal areas, bike stores and bin stores. The system has been used to identify fly tippers and reduce removal costs. It has also aided in police investigations and provides additional security to the fob entry system.

d) Fire Door Inspections

Under new fire safety legislation, an inspection of all front apartment doors should be undertaken annually and an inspection of the communal doors quarterly. A re-inspection is due at each Fire Risk Assessment.

An inspection of all doors will be undertaken shortly, and members/residents will be notified accordingly so that they may provide access to their front door to the inspector.

7) Debtors

J Morris summarised the debtors and stated that most members are paying in instalments. The total debtors outstanding during the new agent's first year in 2022 was £1,272.55 which compares with debtors of £10,641.53 in 2021 under the previous agent.

8) Accounts, Management Fee, and Service Charge 2024

A copy of the income and expenditure and balance sheet was presented to the meeting. J Morris summarised each item of expenditure and income and reviewed the balance sheet.

The new agent has accommodated for an increase to the service charge reserves which were only £6,283.18 in 2018. By comparison, the reserves are forecast at £68,768.84 by the end of 2023.

A member asked what figure should be considered reasonable to hold in the reserves. J Morris advised that the general rule of thumb is twice the annual income of the company, which is around £200,000. For bigger sites such as this, a smaller figure would be reasonable but should provide for unexpected expenditure such as a drain collapse or costly roof repairs.

9) AOB

a) Car Charging Points

A member enquired about the installation of car charging points on the site. T Dellow advised that there are several schemes which operate for leasehold apartment complexes and that members would need to consider which option, if any, would be preferred. It was agreed to obtain the opinions of leaseholders by including this subject in the letter regarding the freehold purchase.

b) Solar Panels

A member enquired about the installation of solar panels to the building. T Dellow advised it would need to be determined as to who benefited from electricity generated by the panels, where they would be connected to and who would fund the costs of installation and maintenance. Given that the installation of the panels may not be cost effective for shared buildings, it was agreed to obtain the opinions of leaseholders in the same letter regarding the freehold purchase.

c) Skip

M Bentley asked the managing agent for consent to temporarily store a refuse skip in his allocated parking space. The managing agent suggested that the request be put in writing such that it may grant written permission for the temporary storage of the skip.

d) Rodent

J Evans reported a rodent issue within his property. T Dellow asked that the member provide further information and contact details after the meeting so that the managing agent could engage a pest controller to investigate.

e) Directorships

A Drinkwater invited those members present to consider joining the board as directors. J Evans and M Bentley kindly offered to consider the positions and T Dellow agreed to provide further information to these members following the meeting.

There being no further business the meeting closed at 6:52pm.