

## MELIKA LIMITED

### MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON: MONDAY 11 JUNE 2018 AT 7:00PM

AT: LONDON SCHOOL OF THEOLOGY, NORTHWOOD, HA6 2UW

ATTENDED BY: V. JOHNSON – FLAT 5 SEYMOUR HOUSE & DIRECTOR (VJ)  
W. REEVES – FLAT 5 SILVESTER HOUSE & DIRECTOR (WR)  
S. YORK – FLAT 10 SILVESTER HOUSE & DIRECTOR (SY)  
D & D BUCK – FLAT 2 SILVESTER HOUSE (DB)

I. ROBINS – FLAT 3 SEYMOUR HOUSE (IR)

– FLAT 6 SEYMOUR HOUSE (IR)

BEVERLEY LEONARD - DCPC (BL)

APOLOGIES: TRUSTEES OF CJ COLE SETTLEMENT – FLAT 9 SILVESTER HOUSE (RC)

CHAired BY: VJ



david charles  
property consultants

020 8866 0001

Agenda was as per points 1 – 8 below:

#### 1. Welcome, Apologies & Proxies

##### Welcome:

- VD was appointed to chair the meeting and welcomed everyone.

##### Apologies:

- Mr R Cole on behalf of the Trustees of the CJ Cole 1995 Settlement (9 Silvester House).

##### Proxies:

- None.

#### 2. Accept the Service Charge Accounts for the Year End 31 December 2017

- The accounts for the year ending 31/12/2017 were distributed with the Notice of AGM.
- VJ gave an overview of the accounts.
- No queries were raised.
- The accounts were unanimously accepted & signed off by VJ.

#### 3. Review of Last 12 Months

##### Overview since the last meeting:

- Red robins & pea shingle has been installed in between Seymour Hse and Silvester Hse.
- VJ gave an overview of quotations that had been sought for further grounds work:
  - o Works to install further red robins between the rear of Silvester Hse & Seymour Hse and to install pea shingle at the rear of Seymour Hse @ £1,280.00 were approved. BL to instruct. The other grounds projects discussed will be reviewed next year.
- Works to the retaining wall and adjacent drain will take place this month.
- The bin-store has been jet-washed, as have the paths.
- Works to treat the bin-store timbers have been instructed.
- Works to paint the exit door thresholds have been instructed.

##### On-going projects:

- The drains are jetted circa each April / October.
- The décor in the internal common parts are reviewed annually and will be decorated once deemed necessary.

##### Future plans

- No imminent large scale external works projects.
- The reserve fund provision will continue to be reviewed annually in lieu of future major works.

#### 4. Resignation & Appointment of Directors

- The Company's Articles state that at every Annual General Meeting one third of the Directors shall retire by rotation. The Director(s) to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.
- VJ permanently retired at the AGM. BL to arrange the formalities.

- All those present thanked Vedia for her hard work and dedication over the years, she has been a real asset to the Company and will be sadly missed. SY & WR presented VJ with a floral tribute as a thank-you.
- Nominations were welcomed from the floor for a new Director:
  - IR agreed to stand as Director.
    - The decision was ratified by the existing board of Directors and all present. BL to arrange the formalities.

## **5. Appointment of Accountants**

- M J Golz & Co were reappointed to prepare the 2018 accounts, and to continue to act as registrars.

## **6. Service Charge Budget 2018**

- VJ gave an overview of the finances :
  - Current Account balance to date £ 13,423.66.
  - Reserve Account balance to date £ 14,563.46.
- VJ gave a brief overview of the budget to expenditure for the current financial year, no problems noted.
- The position will be reviewed by the Directors towards the end of the year, however it is not anticipated that the service charges will increase next year.
- VJ explained that the Directors have agreed that Lessees may pay their service charges over a 10 month period beginning 25 December 2018 if they so wish in order to alleviate the difficulty presented by a one-off lump sum payment. All Leaseholders of course still have the option to remit the payment in accordance with the Lease terms, or the current arrangements in place; so the options are as follows:
  - To pay the service charges in full on 25 December annually as directed by the Lease.
  - To pay the service charges in equal bi-annual instalments on 25 December and 24 June annually.
  - To pay the service charges in 10 x equal monthly instalments as of 25 December 2018. At the *current* rate, this equates to 10 x monthly payments if £150.00. The sums will continue to be demanded as the Lease dictates, however DCPC have been instructed to accept these staged payments.
- The ground rent must continue to be paid as demanded in full on 25 December annually.
  - As a reminder this sum is paid forward to the Freeholder.

## **7. Freehold Purchase**

- As documented at the last AGM and the resultant minutes; a formal process will need to be followed; some information from 'LEASE' has been uploaded to the Silvester & Seymour webpage for perusal. This information does not constitute legal advice.
- Any participating Lessees would be liable for an equal proportion of the Freeholders' valuation fees, the cost of the premium, and all associated legal and companies' house fees.
- The larger the number of participants, the less the cost to each proposed shareholder.
- The item will remain on the agenda until further notice.
- No further action proposed at this time.

## **8. Any Other Business:**

- No further issues raised.

**All attendees were thanked for their input.  
There being no further business the meeting concluded at 7:45pm.**