

ATTENDED BY: S Branch – Flat 2 (SB), A McLaughlin – Flat 3 (AM), Mr & Mrs Cooper – Flat 5 (RC & PC), J Martin – Flats 7 & 8 (JM), Anna Willings Flat 13 (AW), C. Russ – Flat 18 (CR), M Esposito – Flat 19 (ME), Beverley Leonard – DCPC (BL).

Agenda was as per points 1-6 below:

**1. Appointment of Chair, Welcome, Apologies & Proxies.**

- AM appointed as Chairperson.
- Apologies:
  - o Flat 6: Mrs Haigh.
  - o Flat 16: Mrs Cook.
- Proxies
  - o None.

**2. Accept the minutes of the last Annual General Meeting**

- No queries or concerns raised.
- Accepted.

**3. Resignation and re-appointment of Directors.**

- Since the last meeting, Louise Bancelhon has resigned as a Director, further to selling her flat.
- The current board of Directors are:
  - o Andrew McLaughlin
  - o Martin Esposito
  - o Christine Russ
  - o Anna Willings
  - o Suzanne Branch
- No resignations or additional nominations.
- The current board were re-elected.
- AW advised that a neighbour may wish to join the board, she will confirm and advise.

**4. Re-appoint the accountants MJ Golz & Co.**

- MJ Golz & Co prepare the year end accounts and also fulfil the company registrar duties.
- No queries or concerns were raised.
- MJ Golz & Co to be reappointed.

**5. Freehold Purchase**

- Some detailed information was distributed by AM ahead of the 2017 AGM.
- AM gave a brief overview as follows:
  - o The ground rent liability would be extinguished for those participating.
    - Those that do not participate will continue to pay ground rent.
  - o The cost per person to purchase the Freehold interest would be split equally among those participating – so the individual sums involved (per flat) are dependent on the final number of total participants.
- There is no proposal to proceed with the Freehold purchase imminently, however this will remain on the agenda for discussion until further notice.

## 6. Any Other Business

- Lettings boards are becoming increasingly problematic as not only are they unsightly, but they can cause damage to the structures to which they are attached (usually the fence).
  - Lettings agents do not remove boards when requested.
  - BL to update the rules & regulations to confirm that lettings boards are not permitted.
    - Post Meeting Note: Landlords, please take note that the Lease and Rules & Regulations (already) read as follows: No name, writing, drawing, signboard, notice, placard or advertisement of any kind shall be put on or in any windows or the exterior of the flat.
  - BL to arrange to have all of the boards removed.
  - Landlords are requested to ensure that their agents are not placing boards at Chesswood Court as it is not permitted. The Company reserves the right to recharge the costs of removing the board onto the owner of the flat being advertised.
- A complaint was raised by a resident via ME about the gardeners visiting on Saturday mornings.
  - BL will ask if they can visit within the week, but if this cannot be accommodated there is no proposal to change gardener to accommodate this request.
- A complaint was raised by a resident via ME about leaves in the flower beds.
  - BL to remind the gardener to clear the leaves, unless they have purposefully been left to mulch down.
- A query was raised by a resident via ME about whether the baiting boxes should be removed.
  - BL advised that the bait in within the boxes is periodically replenished and the boxes can of course be removed but this is only advisable if the reason they were introduced has ceased. Unfortunately this will only become clear if the boxes are removed and there is an increase in rat sightings.
  - PC commented that there are always rats near streams.
  - No action proposed at this time – baiting contract to continue.
- CR advised that the conifers near to the front door of the end block are too large and they block the paths.
  - BL to ask the gardener to reduce these.
- CR advised that the parking bay lines and lettering are fading and this may be contributing to non-residents thinking they are allowed to park there.
  - BL advises that line painting companies tend to charge a day rate rather than a 'bay by bay' costs. BL to obtain a quotation for line-painting for further consideration in due course.
- A discussion on parking generally followed:
  - Non-residents are continuing to park at Chesswood Court and the problem appears to be getting worse.
  - Would like to avoid no parking signs if possible as it would ruin the aesthetic of Chesswood Court. It was noted that it's not possible to ticket unless no parking signs are in situ.
  - SB suggested that electric vehicular gates would put a stop to the problem, various options were discussed. RC mentioned that the installation of the gates would increase the property value. Aside from the gates themselves, an electrical feed would need to be run in and a planning application would need to be made. BL to obtain a ballpark figure for the installation of electric vehicular gats. A formal quote will be sought in due course if the project were to proceed and the specification is agreed.
- AW has noticed that the cleaners have not visited for over a week, as evidenced by mess left in situ in the common parts.
  - BL has previously obtained a quotation from an alternative company used at other managed blocks, but the costs were much higher so the existing cleaners were given a warning and no changes to the cleaner were made.
  - BL to ask the cleaners to post a time sheet or similar through AWs door on all future visits.
  - BL to obtain a further quotation.
- SB has queried the window cleaning as it's not always obvious if they have visited. They are scheduled to attend every 10 weeks.

- BL to speak with the window cleaners and ask them to advise when they are due to visit so that the before/ after cleanliness can be judged.
- BL has requested permission to install no smoking signs and fire action notices – is was approved to install 2 x A5 notices in an A4 frame by each door.
  - A general discussion about health and safety followed and the ongoing issue of residents ignoring requests to keep all of their personal belongings within their flats at all times.
    - BL was authorised to have the common areas cleared, including the service cupboards.
    - BL advised that she will shortly be seeking authorisation for some fire stopping works.
- AW cited that bicycles are being attached to the pagoda structure in the parking area which is potentially causing damage, and is taking up vital parking bays.
  - A discussion was held into the merits of installing bicycle racks and where these could be placed. This had previously been shelved owing to costs. This will be revisited at a later date.
- BL updated that the Directors have approved the reduction of the willow tree, and permission is awaited from the Council to carry out the work.

**There being no further business, the meeting ended at 8:00pm.**

All attendees were thanked for their input.