

MINUTES OF THE DIRECTORS MEETING OF DRAYCOTT HOUSE MANAGEMENT COMPANY LIMITED HELD ON 10 MAY 2018 AT 1PM IN Flat 6

**Present: D Scourfield (DS)
M Hearn (MH)**

G Blatt (GB) DCPC

1. GB confirmed that the service charge bank account balance was £3970.16 and the sinking fund £22060.09. Expenses have been kept inline with budget save for exceptional items such as the replacement of one lift drive unit and extra hours for water clearance in the basement.

GB presented the 2018 budget to year end actuals and it was agreed by the directors that the quarterly service charge will increase to £1,100 with effective from 24 June 2018. GB to send a letter to all lessees.

GB

2. MH confirmed that the gardeners are performing well. He has spoken to the gardener that morning and it was agreed that the dead tree in the front garden right hand side is to be removed and the holly bush near the Acer is to be moved into that area. GB to contact the gardeners. Extra planting is required

GB

GB confirmed that the replacement of the bollard lights can now proceed and he is awaiting the quote from the electricians.

GB

3. GB confirmed that the decorating quotation received from First Décor was still valid and the total cost for both blocks will be £7,000. GB to confirm instructions to the decorating contractor and await a start date to be early autumn.

GB

4. Discussion took place concerning the continual water ingress into the basement garages. GB confirmed that Adam Pay Associates surveyors and quantity surveyors had been investigating matters but unfortunately the idea of breaking into the basement slab was a no go. Therefore, DCPC have sought an industrial water vac called Big Brute, a machine from Michael Williams Engineering Limited at a cost of £3,946.80. DS and MH along with GB concurred that whilst the purchase is essential it has to be operated with a contractor who can get to site within a day or two of rainfall and this must be sourced and agreed before the machine is purchased.

GB

5. GB advised that the fob access system had proved problematic as SmartCom a local provider had confirmed that their software does not support the system. GB has spoken to BPT manufacturers of the system and they do not support this either. They in turn recommended their nominated supplier MJ Security Systems Limited and GB is now to instruct them to programme 50 fobs and allow the software to be provided to Draycott House Management Company Limited. Owner occupiers will be given 4 fobs and landlords 2. Extra fobs will be charged out at £30.00 each. The old fobs will not work once the system has been

GB

6. updated.

GB updated the directors on the insurance claim to the garage gates caused by the tenant of Flat 10 Mr Chalmers. GB has provided details to the building insurance brokers who in turn found out that Mr Chalmers car was insured by Allianz and are now waiting for the funds to be paid **7.** to cover the full cost of the damage.

Discussion took place as to whether an AGM was necessary. The directors decided this was not for the time being.

Further management meetings to be arranged 6 monthly.