

MINUTES OF THE MEETING OF ELLWOOD (CHALFONT) MANAGEMENT LIMITED HELD ON MONDAY 19 MARCH 2018 IN APARTMENT 3 AT 6PM

PRESENT: **P Plant (PP) - Chairman**
 Mr and Mrs J Sanders (JS)
 Mrs K Newby (KN)
 Mr S Johnson (SJ)
 Ms D Little (DL)

Mr G Blatt (GB) DCPC

1. Apologise were received from Mr & Mrs Excell.
2. .
No matters arising from the minutes of the meeting of 30 November 2017 other than those on the current agenda.
3. GB provided the service charge for 2018 showing actual costs against budget. The current bank balances service charge £53,216 and reserve account £10,293. JS questioned why the reserve account had reduced in value compared to the balance in November 2017 and GB to enquire with his accounts department and refer. See note at end of the minutes. **GB**

JS questioned why tax was payable and GB advised that Clydesdale Bank Plc was paying interest net of tax on the bank account. However, they are now paying interest gross and the management company is responsible for deducting the tax. Interest on last years accounts (2017) was £47.00 so £9.00 due in tax. DCPC will arrange payment. **GB**

JS raised the question on the cash balance at the end of 2017 compared to 2016. GB advised that the increase in cash at 2016 was the prepayments paid by residents due to the shortfall in service charge funding.

GB to confirm any prepayments made by residents at 31.12.2017. **GB**

4. PP provided an overview of the general work taking place to the woodland area and gardens. Generally everyone is pleased with the progress made so far.

JS confirmed that the tree surgeon will start thinning the trees on 20 March and the heavy clearance of the woodland will start in approximately 1 week's time.

Mrs JS advised that new planting will take place only as necessary. Further discussions will be taking place with Groundtel.

GB confirmed that the irrigation service for the start up of the system will be 4 May 2018.

GB confirmed that lawn treatment is continuing and will be ongoing this year.

JS thanked PP for organising the work to the garden bed where land was slipping and a great job has been carried out by the contractor. There is likely to be garden work required in the future.

5. Discussion took place concerning the general lighting on the exterior of the building and driveway. GB confirmed that P3 will be attending to alter the clocks which are currently out of synch. Bulbs have been replaced on the driveway lights. It was agreed that the front plinths and driveway lights and those in the front of the building are on dawn to dusk and the rear garden lights should all go off at midnight.

SJ confirmed that after speaking with Mr Excell and enquiry has been levied concerning electric car charging points. GB advised that for trickle charging this can be usually installed subject to the power supply coming from the resident's own electricity meter. However, if super charging is required this is a different ball game and DCPC are making general enquiries to see what power levels are available to the building if all 5 flats had electric cars requiring charging. Further details to follow.

A free standing light in the ground floor entrance was discussed again by PP. DL advised that there may be an opportunity to feed off of her power supply and GB will liaise with DL and invite P3 to quote for this work. **GB**

6. JS produced a copy of the past draft Management Agreement dating back to 2009 questioning GB about the team and who would carry on if he was "run over by a bus". GB provided due detail. PP then signed the agreement and handed this to GB. Discussion took place concerning the building inspections and GB agreed that after every inspection a short email will be sent to everyone advising updates. **GB**

GB advised that the annual inspection and full report from DCPC is being implemented and will be provided to all in due course.

7. Discussion took place concerning Sky Q. and it was agreed that this would be monitored and reviewed in due course.

8. Discussion also took place concerning broadband connectivity. Nothing for DCPC to do.

9. Window Cleaning. All ok at present.

10. GB confirmed that the fire alarm maintenance for common parts will shortly be changed from FireMaster to Spectrum Fire Limited. Should residents have problems with their back up batteries on the smoke alarms in their flat then Spectrum will assist. GB to confirm once the changeover has taken place. **GB**

11. **A.O.B**

1. DL advised that one of her potted trees by her patio had collapsed. Mrs JS confirmed that the gardeners are aware.
2. DL has a problem with her heating and will be using Hall and Randall who have carried out other works for her and she is very pleased with their service.
3. Discussion took place concerning replacement of garden benches. KN and DL will organise.
4. It was agreed that a meeting will take place during the latter part of September 2108 and a service charge financial review meeting will take place end of November when everybody should attend.

KN/DL

PP then thanked KN and SJ for hosting the meeting.

The current sinking fund balance is £18293.47. GB had been given historic information in error.