

**MINUTES OF THE MANAGEMENT MEETING OF 58 WEST HEATH DRIVE (MANAGEMENT)  
LIMITED HELD ON THURSDAY 22 MARCH 2018 AT 3PM IN APARTMENT 3**

**PRESENT:**                               **Mr and Mrs M Taylor (MT)**  
  **Mr J Cantor (JC)**  
  **Mrs H Rayner (HR)**  
  **Mr and Mrs F Akbarieh (FA)**  
  **Mr M Samuels (MS)**  
  **Mrs D Herman (DH)**  
  **Mr and Mrs M Grayson (MG)**

**G Blatt (GB) DCPC**

1. Apologies none.
2. GB provided a general financial update on the finances of the management company. He explained that funds were low approaching the financial year end of 31 March 2018 and the current bank balance of the service charge account was £1,003.81 and the reserve account with amount transferred for the year end amounted to £3,000.

GB presented the revised service charge budget for 2018/19 against the service charge budget for 2017/2018 and actuals up to 19 March 2018. It was noted that the past years service charge budget was £38,000 expenses £36,025. DCPC proposed a new budget of £41,000 including sinking fund contributions.

Discussion ensued and GB noted that the M & E Insurance Premium had risen significantly due to the fact that this now included the 7 condensers of the individual air conditioning for the apartments on the roof.

It was agreed that the increased service charge budget be approved and **GB** JC asked GB to forward a copy of the M & E Engineering Policy.

3. GB then advised the meeting that the past directors of the management company being the partners of Lynch Hall and Hornby solicitors had resigned as directors after the last flat was sold and passed their resignation letter to Anthony Wood the past accountant for the management company. Unfortunately this was never communicated to Companies House and therefore when DCPC came to apply for the sign off of the 2016 year end accounts this situation was found. The accounts were signed and filed online but the solicitors reiterated their resignation which was then filed.

4. Following discussion at the meeting it was agreed that both MT and JC **GB** will stand as the new directors for the management company. GB will forward their details to MJ Goltz and have them registered online as the new directors.

GB discussed details concerning maintenance contractors that DCPC employ on behalf of the management company for the common areas of the building. This is separate from the list of contractors that each

- resident received from Mr Silver. Should there be any fault with any machinery or detail concerning the common areas of the building these must be reported to DCPC.
- 5.**
- GB explained that DCPC have an out of hour's service run by a company called Adhuivo. They use the contractors nominated for the building but if they are unable to attend in an emergency then other contractors are used at guaranteed rates.
- A.** **GB**
- A.O.B
- B.** MG advised that the front gate maglock is still not closing and settling on the magnetic block. GB to contact Harrow Security. **GB**
- C.** Mrs MT advised that the cleaners need to clean the hallway floor leading to the storage rooms. **GB**
- D.** FA advised that the front door mat does not absorb water when walking into the building. Ground floor tiles become dirty and slippery. GB to provide details to MT of a mat used elsewhere which is rubber backed and a carpet surface to take off the excess water on shoe tread when entering the building. **GB**
- E.** **GB**
- F.** HR advised that the entry phone panels are not illuminated at night. GB to check and consider what can be done. **HA/MT**
- G.** HA advised that the chandelier needs to be cleaned. MT advised that Raphael cleans this and asked GB to instruct further cleaning. **GB**
- H.** HA and MT will agree a date to meet with the gardeners. **GB**
- HA requested that the inside of the common area hall windows must be cleaned by the building window cleaner. This should be carried out at least 4 times a year. **GB**
- I.** Residents advised that balcony windows are not being cleaned. GB confirmed that window cleaners would have to have access through the flats to clean these. MT suggested that the window cleaners advise residents when they are coming to site so that those that are in can have their windows cleaned. **GB**
- J.** Residents asked if the gardeners can blow the leaves out of the garage. GB to contact the gardeners. **GB**
- K.** MT confirmed that there is CCTV coverage at the building. A monitor and recorder is in the ground floor basement cupboard. GB to contact Kensington Cameras a contractor DCPC use elsewhere to ask them to inspect and provide costs for a maintenance contract. **GB**
- L.** FA advised that the surface to the ramp in the snow was slippery and can the surface be made rougher at the bottom to prevent any further accidents. GB to investigate. **GB**

Ms advised that no one had received copies of the 2016 service charge accounts. Gb to issues they to all

The new directors agreed that future meetings with DCPC will be arranged in due course and that an all party resident's meeting will be carried out twice a year.