

KERSFIELD MAINTENANCE LIMITED

MINUTES FOR AGM

Monday 31st July 2017

FLAT 36, GARDEN ROYAL, KERSFIELD ROAD, LONDON, SW15 3HE

PRESENT	T Charalambous	(DC)	Chair
	R Lawrence	(RL)	Director
	J Daffy	(JD)	Director
	I Taul	(IT)	Director
	E Oldham	(EO)	
	R Gregory	(RG)	
	T Cunningham	(TC)	
	N Hoyveda	(NH)	
	M Laher	(ML)	
	L Mikhaylenko	(LM)	

IN ATTENDANCE S Attwood (SA) JC Francis & Partners Ltd (JCF)

Meeting Commenced at 7:40pm

Apologies for Absence

Martin Atkins-Fall, Alastair Burnett

1. Agreeing of Minutes from Previous Meeting

Minutes were not presented. SA ran through the matters that were confirmed at the previous AGM and all present agreed to accept on this basis.

2. Receive and adopt the dormant accounts for the year ending December 2016

Due to an error on the final page it was agreed that these not be adopted and the Directors will approve them on behalf of the company

3. To re-elect the directors retiring by rotation pursuant to Regulation 89 of Table A of the Companies Act 1948:

Thoxoula Charalambous

Richard Andrew Lawrence

SA – received 2 proxy votes agreeing to the re-appointment. All agreed to reappoint both Directors.

Nobody had come forward or been nominated to stand as Director

General Meeting

Bikes in communal areas

SA - There have been a number of bicycles chained to railings that can cause damage to the railings and is against fire safety recommendations. There is no provision against this in the lease so would need to be agreed that this is prohibited, particular as there is now a bike storage facility adjacent to the driveway.

Voted and all accepted

Roof Project

SA – specification for the roof project was prepared by surveyor who quoted as a worst case scenario for the full roof replacement.

Alternatives have been looked into where we don't have to completely replace the roof. Currently if a flat suffers a leak we are adopting a strategy of covering the full area of the flat rather than a patch up of areas where there could be a leak. These come with a 10 year guarantee and give a chance for reserves to be built up. If we were to cover the full roofs in this way this would be at roughly 10% of the cost put forward by the surveyor but doesn't take into account everything put forward by them.

TC – the roof condition is dire. There are also issues with standing water which then gets blown off of the roof. We can't extend past 10 years so need to increase reserve funds to enable the roof project.

RG – what records are kept & where are they available to access as a process over several years

SA – records are held by JCF including any reports from Priors. Records are available of everything discussed.

JD – maybe an FAQ sheet relating to the roofs would be useful

TC – need to know who has been approached and when. Specifically asked their solicitor when they were buying and nothing was brought to their attention.

SA – the sales of flats 1 & 9 were around the time that JCF started managing Garden Royal and will check any information given.

SA has subsequently checked and the solicitor's queries were dealt with by the previous managing agent Priors. SA advised TC.

ML – why has a reserve not been built up over the past 10+ years

DC – money was put aside when the asbestos in the building was thought to be an issue but this was then spent on other projects

ML – if raised for asbestos work that didn't go ahead how was the money spent and why weren't lessees informed

DC – agreed in a previous AGM and communication sent to lessees. This would have been in around 2008.

SA – will see if any communication can be found in the old Priors files.

JD – if money is not spent as intended we will ensure that this is communicated to the lessees

RG – are all residents aware of the deficit in the roof project so that owners can start saving

SA – this has been in the newsletter

RL – lessons learnt and want to be informed of the impact on money when we look at projects

TC – we need to be realistic as you can't expect people to just stump up the money

RG – there needs to be transparency on information and accounts and this communicated to lessees so they know when a decision is made

EO – we need to know if the estimates go up and keep everyone informed

SA & JD – the surveyor costs in the region of £1,000 to carry out the report so won't be doing this regularly.

SA – we now have a specification and can go to roofing contractors with what is required and get cost indications

IT – need to do a plan so we can inform all of what is coming up including a 10 year plan for the reserve budget

RG – Have to keep income above expenditure. Have previously asked for the balance but this has not been forthcoming

SA – figures weren't always easily available whilst going through the IT upgrade which should have been conveyed back and given when available. Information will be sent by the end of the week with updated budget and accounts.

Funds are held in a special client account.

Current Major Works

TC – put forward contractor and they weren't approached for windows

RG – also put suggestions forward but on the Section 20 said that no suppliers had been put forward which is incorrect.

SA – apologies and contractors were discussed with the appointed surveyor and anyone needed to put these forward in writing.

ML – what due diligence was done on the window supplier and installer?

RG – has the contract been awarded as we don't have a summarising of notes? Previously raised due diligence with **SA** and has not been forthcoming particularly as one quote is significantly below the other quotes. Suppliers have been put forward and not contacted. Want assurances that the correct procedures have been followed. Request that minutes are sent to the Directors JCF who can then respond within 2 weeks.

ML – what conflict of interest is declared

DC – there is no conflict of interest with any of the suppliers and they have been checked and registered.

SA – they are registered with Certass – similar body to FENSA.

DC – the company in question can carry out the work without scaffolding which saves £74,000. Research has been carried out and not just taken what they have said. They carry out the replacement from inside so do not require the scaffolding. This has been removed from the appointed surveyor so we are saving 12% of the overall cost on the associated fees. JCF do not want to take responsibility for this

SA – the surveyor advised that scaffolding is required for health and safety reasons. The contractor has signed a waiver so that they have the liability.

TC – what percentage to JCF charge for projects

SA – 2.5%

All believed this to be low

ML – so what role are JCF playing in this project

JD – administrative and will be on hand for questions

ML – When will the walkway be carried out?

DC – end of September once the windows and panels are completed

TC – last year there were security issues in the garages

SA – the lighting that is now working has improved security and there have been fewer reports of attempted break-ins.

RG – the newsletters are welcome – can they be continued

DC – the content is a bit dry

RG – it is a good update to inform people what is happening

IT – **DC** works hard for the management company as a director. The questions to be answered are for JCF and not **DC**.

SA – will have a response in 2 weeks as agreed.

Meeting closed at 9:20pm