

Maunsel (Fourth Co-Ownership) Housing Society Ltd
Annual General Meeting 2012 / 2013
Held at Notting Hill Methodist Church
Tuesday, 11th March 2014 at 8PM

MINUTES

Present: John MacArthur (JM); Joanna Campling (JC); Laurence Dorman (LD); Madeleine Hall (MH); Rick Fisher (RF); Marcus Tozini (MT); Basia Kapp (BK); Stephen Swarray (SS); Claudio Napolitano (CN); Jennifer Jeffrey (JJ); Kirsten Tormod Pedersen (KTP); Sarah Collison (SC); David Kitchen (DK); Dominique van Roey (DVR); Russell Mulchansingh (RM); Nora Bullock (NB); Shahrar Razzaq (SR); Hilary Arnold (HA); Judith Blakeman (JB); Chris Bushell (CB); Sonia Watson (SW); Shirley Ainger (SA); Anna Gardiner (arrived during the meeting) (AG); Philippa Collie-Cousins (PCC); Yoko Kudo (YK); Janice Gabriel (JG)

In attendance – Michelle Soupe & Chris Ogden-Newton - JMW Barnard Management Ltd.

- 1. Apologies for absence** – David Barrable, Georgina Brown, Carlos Lock.
- 2. Minutes of the previous AGM** – the minutes of the last AGM were formally agreed.
- 3. Chair's report** – As there was no current chair, Joanna Campling offered to give the Chair's report and thanked Michelle Soupe for chairing the meeting. JC praised Hilary's creativity and hard-work keeping the garden and landscaping looking fantastic, particularly at Christmas time with lights, and in the Spring with new flowers. In terms of large projects, JC confirmed:
 - Drains had a CCTV survey and elements of pipe damage been repaired (report available on the website www.wesleysquare.co.uk).
 - A new TV aerial with better signal had been installed.
 - Old gas cylinder operated Velux window smoke-vents had been replaced in the stairwells with solar powered modern versions which should last for the next 20 years.
 - External decorations are planned in the current year and being progressed.
 - A questionnaire had been sent to co-owners setting out options for new windows to coincide with the external decorations to establish how many would opt for new windows. Test windows had been successfully installed at a house, maisonette and flat which co-owners could inspect.

JC thanked JM for keeping the website up-to-date and for his work throughout the year. JC reported that ACE Security were still experiencing problems particularly in relation to the Lancaster Road parking. The Managing Agents and the Committee are working together over concerns about short let's and subletting. Whilst Wesley Square has changed enormously it still remains a Housing Association and an Industrial and Provident Society. The Committee and JMW Barnard appreciate that personal and

professional reasons may take some co owners away from the Square. However, any sub-letting requires prior approval and for JMW Barnard to take up references and record the tenants for insurance purposes. New style hotel short sublets were in breach of the lease agreements, RBKC planning policy and posed a threat to the co ownership structure.

4. **Accounts for the year ended 30th September 2013** – JM reported that the Committee had received & approved the accounts and requested that questions from co-owners be addressed to JMW Barnard. The accounts were received and approved.
5. **Appointment of auditors** – It was agreed that GMAK should be re-appointed as auditors for another year.
6. **Treasurers report** – JM drew attention to the budget for 2013/2014 and the forecast for 2014/2015. A cash balance of £276,000 had been budgeted for 2012/13 and the actual cash balance was £334,000. The main gains were highlighted in green on the circulated sheet and related to £6,000 less than budgeted on legal fees; £11,000 less on windows/gutters/drains and a saving of £29,000 on installing Velux smoke vents. There was also £17,500 clawback income from the sale of no. 20.

Major items of expenditure for the current financial were highlighted in blue: £180,000 for external decorations; £50,000 for roof maintenance; and £3,000 allocated for legal fees in relation to the St Andrews Square boundary dispute. It was noted that the recent St Andrews Square external decorations were carried out for about £150,000 and so the £180,000 may be conservative. The £50,000 allocated for roof maintenance should save expensive ad-hoc repairs as the work will be done while scaffolding is in place for the redecorations. Three roof leak issues have arisen in the last year.

The Management Committee felt it was right and proper to return the £29,000 saving on the new Velux windows to the co-ownership. So the service charge will be reduced from £182 /month to £150 a month. Bank mandates forms will be sent out so that the change will be effective from 1 April 2014. JM noted that the Committee would review the Service Charge in the light of the expenditure in 2013/14 in early 2015.

7. **Election of committee members** – Laurence Dorman was formally voted onto the Committee and other co owners were encouraged to email JMW Barnard if they were interested in joining the Management Committee.
8. **Management** – PCC was surprised that Wesley Square was described as being a housing association and also raised the issue of re-naming Maunsel Fourth. The issue of re-naming was discussed at length, as was the issue of possibly deregulating as a Industrial and Provident Society. There seemed to be a general consensus that it was important to stay as an Industrial and Provident Society but that a change of company name could be looked into. However JB steered residents away from making a decision

at the AGM and suggested there would need to be a properly constituted EGM with co-owners being given adequate warning in advance.

- 9. Maintenance – Redecoration** - There was considerable discussion about the paint colour for the windows and whether a questionnaire be sent out to change the colour. It was noted that the trial windows had already in the current red colour. After some discussion JM confirmed it would be discussed at the next committee meeting.

Flat 18 reported a leak and confirmed they would like new windows. Co-owners were encouraged to notify JMW Barnard if they wished to have new windows. So far co-owners have indicated that 44 windows may be replaced and JM would try to better the 3.5% discount on list price given for the test windows. YK reported that her new windows were fantastic.

Debate returned to the colour of the windows and it was agreed that changing colours could not hold up the programme for the works. It was further noted that changing the colour may actually make the cost of the works higher. The appointment of Murray John's architectural practice to specify, oversee and manage the external works and decorations project was formally approved.

- 10. Sub-letting** – JC outlined the problems with one of the flats where different people were staying every night, akin to a hotel, with outside cleaners coming in every day. JB confirmed that the Director of Planning at Kensington and Chelsea had stated that a £20,000 fine exists for this type of activity as it is a clear breach of planning policy and potentially would jeopardise the Square's insurance. CB felt strongly that the whole point of being a co-ownership of 50 properties was that each co-owner would take each other into consideration on matters such as this and he was disappointed to find out that three properties were making use of short term lets without any reference to JMW Barnard or the Committee. His experience of finding people arriving at the Square at midnight was not pleasant and threatened the security of the Square. There was then a discussion about relatives and friends staying for short periods and it was generally felt that was acceptable providing no legal agreement was entered into and as long as the Committee or JMW Barnard were notified in advance.

- 11. Gardens** - Hilary reported on the communal garden and landscaping and said that the large bed in front of nos. 25 - 27 had been cleared of overgrown shrubs not only because the area needed replanting but also because it had been most unpleasant and upsetting for a resident to have found a used needle in the undergrowth there. A new children's area would be established in the area they had selected themselves.

HA outlined the plan to bring the Church entrance in line with other entrances by erecting an arbor there – bigger than at other entrances to maintain the disabled access. Also the gable end of number 25 would be fitted with trellises and planted with climbers. It was planned to resurface both this entrance and the Lancaster Road

entrance in the next financial year and surface options were being investigated. AG asked about the size of the proposed arbor and whether it was across the entrance or just the gate. HA confirmed it was just over the gate. AG also asked about a handrail being installed next to the steps down from the Lancaster Rd entrance and it was agreed this had been overlooked and should be installed as soon as possible.

New signage was also being made and HA showed images of the proposed 'Wesley Square' main sign and a smaller sign 'Private Property No Access' – both signs would be erected at all entrances and placed to ensure they faced anyone entering the Square. This followed discussion with the local police. The notice board would also be replaced. JG stressed that without clear signage we actually had no right to ask intruders to leave the Square. SR made a suggestion to keep the gates locked shut with a latch mechanism that you would have to reach over the gate and operate i.e. you wouldn't be able to open the gate easily unless you are in the know.

CB asked that any drug dealing or other anti-social behaviour in area of the Square that is noticed by residents is reported to ensure a record of incidents is kept. Co-owners should call 101 with any information or 999 if it was an emergency. CB stressed the importance of reporting drug dealing to the police.

- 12. Any other business** – JM requested that the new visitor permits to be issued in August have property numbers on for reference purposes. A number of committee members agreed that as there was no permanent chair, at each Committee meeting a temporary chair should be elected to chair the meetings and oversee matters until the next Committee Meeting.