

Maunsel (Fourth Co-Ownership) Housing Society Ltd

Annual General Meeting 2018

MINUTES

Held at Notting Hill Methodist Church, Monday 19th February 2018 at 7:30PM

Present: Yoko Kudo(YK), Bob Larkin(BL), Sarah Collison(SC), Janice Gabriel(JG), Carlos Lock, Ben Gladstone(BG), Russell Mulchansingh(RM), Judith Blakeman(JB), John MacArthur(JM), David Barrable, Kirsty Malcolm(KM), Hilary Arnold(HA), Philippa Collie Cousins(PCC), Basia Kapp, Anna Gardiner(AG), Shirley Ainger, Kirsten Tormod Pederson, Rick Fisher, Cerys Matthews, Gillie Evans, Sonia Watson, Chris Bushell, Ana Caludi Muldoon, Sarah Edwards, Shahraz Razzaq(SR)

Guests: Marie Travers (MT) – JMW Barnard Management Ltd, Chris Ogden Newton – JMW Barnard Management Ltd, Francesca Thorley – Minute taker.

		ACTION
1	Apologies: Beverley Stanford Georgina Brown Laurence Dorman Denise Heywood Jennifer Jeffrey David and Kirsten Kitchen Daniel Ainger Joanna Campling Murray John	
2	Minutes of the last meeting - circulated, read and approved	
3	Sale of properties	
4	Annual report - presented by Judith Blakeman	
5	Accounts for year ended 30 September 2017	
6	Treasurer's Report & Future Expenses - presented by John MacArthur	
7	Appointment of Auditors	
8	The resignation and re-election of existing Members	
9	Management	
10	Garden	
11	Any other Business	

3. Sale of properties

BG only had one property to discuss, Flat number 12. The sale was proposed to the committee late last year and raised a number of issues needing legal advice:

1. The issue surrounding the license to assign and the tenancy agreement presented by RBKC was in a different form to any previous legal arrangement ever had. Was structurally different and did not require the sub-letter to follow the rules of The Square.
2. The issue of selling to a corporate body
3. The issue of the Council could end up purchasing multiple properties

First address on the 13th December with the solicitor and then later with a Barrister. Philippa got a good rate on a Council opinion which was returned with the key advice that, given in the past it has always been insisted, that any sub-letting includes the rules in the tenancy agreement. Potential buyers have been told they need to include the rules in the sub-tenancy.

According to the legal advice, it doesn't make a difference selling to a corporate body. The key is to have the same T&Cs with any sub-letting.

Discussion as to if the sale was still going to take place, which was not confirmed. Request to follow up to see if the Council is still looking to buy the flat. MT to follow up with solicitor.

A question was raised as to if an appeal was made in reference to selling to a corporate body. MT responded that, at the time, the property had been on the market for a considerable amount of time and this was the only offer on the table.

Rules state that you can only have one share and awaiting definitive advice with legal on this issue. This is going to be followed up on by BG.

Request for clearer information from co-owners on this issue and also further information on the issues of liability.

Reference to a similar issue a few years prior with Number 21 (it was going to be a Buy to let) and the legal advice at the time was that the sale couldn't be stopped.

4. Annual report - presented by Judith Blakeman

Summary of the more important issues that came up from the Committee meeting. Focus on local issues, particularly after the Grenfell Tower tragedy.

JB highlighted that the BBC will be filming DIY SOS, taking place at 6pm on Tuesday 20th February at Oxford Gardens.

JB confirmed that John MacArthur was resigning as Treasurer and in recognition and with thanks, John was presented with (beautifully wrapped) gifts and flowers. Ana Caludi Muldoon has taken over as Treasurer.

5 & 6. Accounts for year ended 30 September 2017 and Treasurer's Report & Future Expenses - presented by John MacArthur

Auditors' statement in statutory accounts: Financial statements give a true and fair view.

JM gave a presentation on the Financial Results referring to a schedule "Treasurer's Report" available on the Private Page of the Wesley Square website.

Column B – Budget for 2016/17, presented at the last AGM, had a closing cash balance of £233,856 vs. the actual figure of £264,420, i.e. £30,564 more than budgeted. The major differences between Budget and Actual results:

£3,722 more in income than expected – some Ground Rents and Service charges were paid twice and this will be corrected in the current financial year.

After an over-spend last year HA saved £5,178 on Garden Maintenance; £2060 on Tree Work; £3,343 on Planting & miscellaneous. Garden Maintenance of £5178 on maintenance, £2060 on tree work and £3,343 on Planting.

£4,420 less was spent on Perimeter fence repair / redecoration – this expense just made it into the 2015/16 financial year.

The roofs will celebrate their 40th Birthday this year. In very good shape, expected to last 60 years but need to be kept an eye. £4,225 less was spent on roof repairs than budgeted.

Clawback on sale of Number 19. Amounting to £10,650 giving a total excess over Budget of £30,564.

Responding to a query from JG, JM explained that the retractable bollards in the Lancaster Road and Church pull-ins are not in use but can function. When first used the Lancaster Road bollard was hit by a truck which left it bent and jammed in the up position, trapping a tradesman and his van inside. AG reported that they still act as a deterrent, and are good to keep as an option.

Turning column E, the Budget for 2017/18, there are two major items of expense: Legal and professional fees of £6,000 to cover the fees on the proposed sale of no. 12 to RBKC and from the on-going noise problems at no. 15; £11,000 for redecorating the stairwells to the flats which is done every 5 years.

Forecast for 2018/19 has no major items and expected to give a surplus and a closing cash balance of £300K. The next external redecorations may be in 2020/21 and will cost in the order of £220K, which would leave us with a comfortable surplus of £80K.

The Management Committee has decided to increase the Service Charge to £200 from 1st October 2018. It has been £180 for 2.5 years and needs to be raised with price inflation increasing post-Brexit.

BL raised the issue of the loss of future Clawback if RBKC were to buy number 12. BG said that indeed we typically receive Clawback every 25 years from each property, and the Committee had looked at imposing a higher Service Charge on RBKC as a co-owner to compensate.

JM was thanked for his management of the finances and his clear and simple presentation.

7. Appointment of Auditors

MT asked residents whether they were happy to continue with GMAK, the current auditors. MT confirmed the auditors are the most thorough she works with and should be re-appointed. It was agreed to re-appoint GMAK with no objections.

8. The resignation and re-election of existing Members

John MacArthur resigning and not seeking re-election.

Judith Blakeman, Denise Heywood and Jennifer Jeffery – resigned and re-elected.

Janice Gabriel was proposed, seconded, agreed and approved to replace JM.

9. Management

Unanimous satisfaction with JMW Barnard Management Ltd. MT thanked for her patience and help throughout the last year.

It was unanimously agreed to re- appoint JMW Barnard Management Ltd as Managing Agents for a further year.

10. Garden

HA was positive on the overall look of the garden. Planting has been successful and the brick circle will be planted with flowers in the coming months.

HA also confirmed they had been given some beautiful plants (£2-3k worth) – one still in the pot to be put where the Bay Tree was. If liked by the surrounding residents, it will be planted permanently.

Trees recently cut back and paving cleaned. All fences and gates working – request to report any issues with gates and fences as troubleshooting (fixing any issues straight away) works well. Tom from West London Gardens, and all others who helped were thanked.

HA highlighted the success of the new compost bins and leaf bin, which took nearly all the leaves from last season. HA confirmed that the compost bin is not for universal use but that residents are welcome to use the bags that are kept in her front porch – please collect a blue bag, fill with Green waste and the council will collect to add to compost.

A request to move red chair back into the square, which HA is going to look into.

11. AOB

(i) – New Proposal bike storage

KM has been looking at multiple solutions for this issue as concern is that bikes are stored unsafely – particularly those stored in the stairwell which present a fire hazard. Concern also raised on the tracking of dirt when bringing a bike inside.

It was confirmed that 22 Co-Owners have expressed an interest in the proposed bike store.

Issues on the discussion of cost and storage requirement. KM requested to set a date to have a meeting to go into more detail on the bike storage for anyone who has an interest in the choices that have to be made. Option of a large shed or smaller storage (as shown at Whitstable House), also option on the allies where the storage can be set up and concern on noise. Request for anyone interested in the meeting to sign the sheet at the front of the room to register their names.

Company KM looking at is called Cycle Hoop. Their management arrangement would charge bike owners of £72 per year for storage, per bike and a £25 deposit on the keys. This does not factor in the cost of purchasing and installing the storage. The company's rules say 2 bikes per dwelling.

Two options for storage areas:

1. Church alley (alongside the Church) can have one big shed (20 bikes) or 26 bikes and will not dislodge the scooters. Will lose the car spaces completely.
2. Other alley (unused) behind the church can have one big shed (20 bikes) or 32 Bikes. This alley is not a flat surface. Tom has been asked to see if he could level this area as the

big shed can only stand on a very firm, flat surface and this cost needs to be factored into the overall investment.

£3,900inc.VAT for the “Bread Bin” storage which holds 6 bikes. KM could not remember the cost of the shed but she can email the figures. Estimated by JB to be approx. £20,000.

Question as to how long you are committed to the Management for the bike storage. KM to investigate further and will revert to all interested parties.

Issue raised as to who covers the cost of the bike storage payment. Car payments are covered by the cost of the permits, but the Co-Op paid for the bollards etc., so there was some capital expenditure. Would this system work for Bike owners and be administered by JMW Barnard Management – MT confirmed it could be and suggested that the cost will then be recouped in the years following the installation.

Request for people to express their initial thoughts on the suggestions and cost – no strong objections.

(ii) – Voyeur at Jack’s Garage

SR already sent a detailed overview to the Council. SR and SC reported issues with the same individual from the Garage, and raised a third issue from over 10 years ago (the third couple do not wish to be named). Spoken with Joseph who appeared to take it seriously and address concerns in the best way that he could. Not reported to the police as a concern of reprisal if reported, as well as confidence that Joseph had taken the issue seriously.

Request to ensure this issue was recorded on the minutes for any future concerns.

Further request from PC get name, to take the issue to the Police to prevent escalation.

RM asked about CCTV. MT confirmed security cameras as an option have been looked into, but the quotes were very high and would require wiring. There is a potential to have a wireless CCTV but this would require use of someone’s internet.

GE requested that previous minutes be looked at in regards to why CCTV had not been installed previously, as it had been discussed at length in a previous meeting and reasons for not having installed it will be in the minutes.

On a separate note, but in support of CCTV, SA raised issue on her doorbell being rung in the middle of the night for the last 4-5 years.

(iii) – Question on tree roots causing drainage issue. These were cleared, but if the issue reoccurs the drains can be lined.

(iv) – Smart Meters. YK raised concern on the specification and requirement of Smart Meters. Reports that the flats are too far away from where the meter would be and it is not mandatory to have these installed. Further that the copper cable currently fitted is not of the correct tolerance.

The Meeting was adjourned at 9pm.