

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD Minutes of the meeting of the Management Committee Held on Monday, 12th January 2015 at 31 Wesley Square at 7:30pm

Present: Hillary Arnold (HA), Denise Heywood (DH), John MacArthur (JM), Judith Blakeman (JB), Basia Kapp (BK), Kirsten Tormod Pedersen (KTP), Andy Woodford (AW), Jennifer Jeffrey (JJ), Murray John (MJ)

Guests: Marie Travers (MT), Olivia Cox – Minute Taker

		ACTION
1.	Apologies: Ben Gladstone, Sarah Collison, Laurence Dorman, Philippa Collie-Cousins, Chris Ogden-Newton	
2.	The Minutes of November 2014 Committee Meeting – There was a spelling mistake of Jennifer's name. Otherwise noted to be correct	
3.	Redecorations update from Murray Finance Remaining jobs Handrail Patio doors	MJ
4.	Parking bollards	MJ
5.	Resurfacing	HA
6.	Sub-letting in Wesley Square	MT
7.	Parking issue	MT
8.	Finance Budget	JM
9.	AGM	
10.	Garden Open Gardens	HA
11.	AOB	MT

3. Exterior Redecorations update from Murray

a) Finance: It was originally estimated that the re-decs would cost £166,000 + vat. MJ reported to the committee that the final costs totalled £138,500 + VAT. MJ explained that this was largely because a lot of windows were replaced rather than renewed, and more significant repairs were budgeted for. JM suggests it is mentioned at the AGM that residents are able to replace windows in their own time as previously it was thought that changes required scaffolding to go up.

b) Remaining job: MJ noted that there are a few straggling little jobs. Mark the contractor has written to the committee about these, most prevalently roof leaks, which is becoming more of a problem. This is being looked at on Thursday.

MJ noted that roofs will need to be entirely renewed and will need an upgrade in time, as it is way out of date. MJ suggests the committee needs to monitor the way in which faults occur – e.g. the tiles are cracking at quite a rate. This will be an ongoing monitoring issue and residents are to be encouraged to report leaks as they happen. MT is happy to send a note around asking for co-owners to report leaks as and when they happen.

c) Handrail: MJ informed the committee that he expects this to arrive next week.

d) Patio doors: Magic Men will paint patio doors in special finish on 24th Feb.

All external re-decs have been completed with the exception of the handrail.

4. Parking bollards for Lancaster Road.

MJ reported that the installers from barriers direct haven't been particularly responsive. The provisional cost is £1000-12000 + VAT to install the three barriers on Lancaster road. MJ will look into another supplier. The committee raised the question of how many keys will be needed and who will have them. It was decided that everyone who has a parking permit may request one. So 10 keys will be requested to begin with.

5. Resurfacing

Lawrence hasn't been able to come up with the drawing and quotes he was supposed to and has apologised to on email, stating that they will be ready for the next meeting. HA suggests presenting it to AGM. The committee agreed that HA should pass this deadline on to Lawrence.

6. Subletting.

The committee discussed the issue of sub-letting. AW suggested instructing lawyers to insert a residency clause into the lease. MT will find out if a small clause can be inserted rather than re-writing the whole lease. AW suggested an alternative would be to increase the service charge for sub-lets. It was agreed that there are various avenues for the committee to take but legal advice must first be sought.

7. Parking issue

AW asked MT to get an update on the vehicles issue in the last meeting. MT reported the following: Rick had a seller just before Christmas for his car but the sale fell through. It is now on ebay again and is asking for 3-4 weeks grace. AT suggested the committee give him till the end of the ebay sale. It was decided by the committee that he should have until the end of the month to remove the car. He has emptied the van so there is progress. The Mercedes belongs to Ben who is away at the moment. He is back in 10 days and has promised it would be moved by end of month. There was a Peugeot but it's gone. The Volvo is due to be sold

any moment. All cars given are to be given until the end of the month to move and it looks like there will be 4 extra spaces.

Sarah has emailed the committee about church parking. They have been issued with two replacement visitors passes by MT as they have lost theirs. The committee decided that it should be pointed out to them that this is for short term parking in a parking space and that they shouldn't block residents in or block exits. MT will also stress to them that access is needed for emergencies. It was decided that the committee would withdraw their visitor permits if they continue to block entrances.

8. Damp proofing solution

JB reported that MJ had a look and it seems to be ok at the moment. MJ also checked the boundaries and there's no damp.

9. Finance

JM suggested to the committee that the service charge is held at £150 per month for another year based on the financial statement he presented to the committee. He noted that even at this there would be enough to cover the re-decs at the next part of the cycle.

JM presented a draft of the Annual Accounts. JM pointed out a few mistakes, which he will go back to the auditors with. There will be a final version issued at the AGM. Any questions should go to MT / JM in the interim.

10. AGM – Mon 9th Feb.

Noted to be on Monday 9th Feb.

The following was agreed to be on the agenda:

Apologies

Minutes from the last AGM

Chairmans report – It was confirmed that JB will write this and AW will present it, as the committee currently does not have a chairman.

Accounts for year ending 2014

Appointment of auditors

Treasurer's report – by JM

Election of new committee members. 1/3 must resign and seek re-election. This is likely to be BK and JB

Management

Re-decs report

Sub-letting – Barnards to present the facts

Gardens

AOB from the square

New members to apply to join the committee

Parking bollards update – to be presented by LB

11. Garden

In response to the financial projections for 2015/16:

Paving stones: HA reported that Tom has suggested not to get rid of the paving stones, as new ones will soon get dirty. This means that £7500 will be sufficient. HA proposed that it is noted at the AGM that the existing paving is kept.

Fencing: HA reported that Tom is finding it hard to quote on repairing all fencing and that they increase the budget to £8500 given the extent of the repairs required.

Open Garden Squares: HA was hoping to be able to present to AGM the fact that the committee has agreed to go to open squares, but the application is due in before the AGM. HA presented the application to the committee for their approval. JB pointed that the square was completed in 1979 not 1978. BK suggested the order of wording be changed so that 'award winning' is at the beginning of the description. The committee was undecided whether to state the location as Notting Hill or Kensington so took a vote, which decided it should be Notting Hill. The committee also voted on whether Rillington Place should be mentioned, and it was decided it should be.

HA noted that several residents have suggested that the brick circle is dug up and replaced with plants to stop people coming in and smoking marijuana. HA suggested taking this to the AGM,

HA intends this year to extend the herb garden into the lawn by about a metre. This was agreed by the committee.

JB noted that the gates by the church entrance don't close. HA explained that it is fixed open by residents and it does not close automatically if not fixed open – as do all the other gates. MJ says it needs a sprung hinge. It was agreed that MJ and JB look into this and suggest how to proceed.

12. AOB

Communications: AW suggests big news gets distributed. Small news put on website. This was agreed.

Mice: MT completed a mice and pests survey, and will distribute this on email.