

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD
Minutes of the Management Committee Meeting
Monday, 11th January 2016 at 24 Wesley Square at 7:30pm

Present: Philippa Collie Cousins (PCC), Murray John (MJ), Basia Kapp (BK), Judith Blakeman (JB), Jennifer Jeffrey (JJ), Kirsty Malcolm (KM), Judith Blakeman (JB), John MacArthur (JM), Kirsten Tormod Pedersen (KTP), Hillary Arnold (HA), Laurence Dorman (LD)

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

		ACTION
1	Apologies: Denise Heywood, Andy Woodford, Sarah Collinson, Ben Gladstone.	
2	Minutes of the last meeting - circulated, read and agreed upon by the Committee.	
3	Update re: re-surfacing of Lancaster Road and Church entrance.	LD
4	AGM	MT
5	Report on Projected Roof Costs.	JM, MJ
6	Subletting	PCC
7	AOB	HA, MT, MT

3. Update re: re-surfacing of Lancaster Road and Church entrance

One company failed to provide asphalt option. MT chased continuously. They spoke to LD and said they will only give their response to LD. They will be higher than other companies. LD to speak to them.

LD wants first to be clear about what is on the list for the quote.

This was reported as: Asphalt and rise-and-fall bollard. Fencing will be separate thing.

LD explained this would need to be done in the Spring so there is some breathing space. LD will speak to Oakley Manor. HA proposed an update on this to be included in the AGM. Agreed.

JJ raised the concern of who would get the key fobs. MJ pointed out that the £25 cost per fob would limit this. PCC pointed out that the bollards do need to be in place to finish off the business with St Andrew's Square. But HA is concerned that Bartle Road will become extremely over-crowded if people cannot get access to a key fob. HA suggested that the key fobs should limit the visitor permit issue, as residents will literally need to go out and greet their visitors with a key fob to let them in.

JM explained that the original bollards were only erected to provoke a response from St Andrews Square. They were never intended for actual use.

4. AGM

MT explained that the AGM will be on the 8th Feb, 7.30, at the church. JM has been informed we have to be out by 9pm. MT has drawn up an agenda and requested all members of the committee inform her of any additions asap so that a notice can be sent out, ensuring as many people as possible can attend. MT ran through draft agenda of AGM. Agreed upon.

Need to decide on who will chair the meeting – they will also write and read chair's report at the meeting.

5. Report on Projected Roof Costs

(i) FUTURE INCOME & EXPENDITURE

JM presented a 20-year projection of future income and expenditure based on an expenditure inflation rate of 2%. Each year in January the Committee agrees the Service Charge level to be announced at the AGM in February.

The next redecorations and roof repairs are due in 2021, further redecorations and roof repairs are shown in 2025/26 and 2031/32. However at some point in the roofs will need to be replaced and MJ has obtained a quote for £544K. Roof replacement and redecorations will be done in the same period to save on scaffolding costs.

If the roofs were replaced in 2025/26 we would need to steadily increase in the Service Charge to £340/month by 2019/20. However if roof replacement were delayed until 2031/32 we would only need to increase the Service Charge to £260 by 2023/24 to raise enough money. JM explained that he had not included any claw-back income, so £260 is a worst case scenario as claw-back income will ameliorate any Service Charge increase. Further, when interest rates increase from the present almost zero Bank Rate we should see investment some income. The Committee should review the long-term cash flow each year.

As a Committee we need to decide on a Service Charge increase to present to co-owners at the AGM. JM proposed increasing the Service Charge to £180 from the 1st April, 2016, 3 years ago the Service Charge was reduced from £182 to

£150 - it was agreed to return the £30,000 saved on installing new smoke vents to the Co-ownership through a temporary reduction in the Charge. PCC asked if there is a softer slope option for increasing the Service Charge. HA pointed out that the Service Charge is currently unbelievably low. KM suggested sending round an information leaflet with comparable rates. PCC suggested very clear details about exactly where the money is going. HA does not want to put information to the AGM about something happening in 20 years time. Instead, HA suggested explaining that there has been a Service Charge holiday and now it is getting back to normal. It was agreed that the £180 Service Charge would be announced at the AGM. JM will not present the long-term Cash Flow forecast to the AGM, but the usual financial report.

(ii) ROOF REPAIRS

In 2012, MJ was asked to create a report on the state of the roof. MJ explained the roof is in pretty good shape at the moment, but there are still the same gutters and downpipes, which leak from time to time, and there is also some asbestos. The tiles also break from time to time, and MJ suspects that they have a limited life. MJ explained that he sourced quotes for roof repairs, which is what has fed into JM's financial projection document.

The main thing that will need to be introduced is high-quality insulations. The top flats will feel a marked improvement in their heat loss. MJ went through the various costs that will be incurred throughout the roof repairs. MJ explained that the roof repairs will take place at the same time as re-decs, in order to share the scaffolding.

MJ suggested a gutter cleaning is ordered. MT to action this.

JM raised the issue of the Velux windows in the flats, stair-wells and houses. All have been replaced in the last 7 years and will be good for around 20 years more. So replacing the roofs in 2031/32 rather than earlier would tie in with replacing the Velux windows.

MJ recommended that when the next re-decs happen, there is also a full investigation of the state of the roof.

JB raised the issue of solar panels. MJ explained that, so far as saving energy is concerned, insulating the roof is the best and cheapest way to do it.

6. Subletting

PCC brought the subletting document to the committee and reported that the owner let and lodger rent-a-room scheme has been approved. The occasional letting (letting for less than a month) was something that needed to be re-visited. The lawyer that PCC has approached reported that it is permissible in the lease to let when owner is away. It is up to the committee to decide whether that is

formally allowed by the Square. On the lease, there is no minimum and no maximum. However, the lease says the premises cannot be used as a business, and also you must get your own insurance and gain permission of the committee. So this is the opportunity to put something in place to regulate short-term lets. It was proposed that there is a formal document explaining can let under a month so long as they are up-front about it and give passport details to Barnards.

JB suggested this is presented to the AGM as a document that is a work in progress. JCC to introduce.

MT is not aware of any One Fine Stay rentals at the moment.

HA suggested that there needs to a time frame that makes someone either a lodger or a holiday rental. KM suggests that the Square enforces a minimum of a month for lodgers, and that lodgers are registered with Barnards.

JB reminded the committee that this cannot be solved by the AGM, and therefore it should be presented as a work in progress.

AOB

(i) Security & CCTV

MT reported that there has been activity in the alleyways etc. MT had a meeting in November with PC Glen Dougan, who was aware of passed calls from the Square. He suggested a grant may be available for CCTV to improve the security of the Square. The cameras would cover all entrances. For each CCTV camera there has to be a secure hard disk in someone's home. There is a deadline to submit the proposal in order to be considered for a grant (at the moment the grant would pay for 50%). Deadline is end of March. MT to get two companies in to get an estimate based on the PC's specification.

JM raised whether everyone would be happy with CCTV. This was debated. MT to go ahead and get the quote, and this can be discussed at a later date.

MT asked the PC about using non-recording dummy cameras. This was not recommended as it gives a false sense of security to residents, who can sue. There are a couple of these dummy cameras in the square, which should now be removed.

MT reported that the PC informed her that residents should not call 101 but 999 if they witness a crime or feel at all unsafe.

(ii) Parking & Permits

It was suggested that the only way to monitor whether visitors' parking permits are being used legitimately is to record who is using the parking spaces, with car registration plates linked to numbers on visitor permits.

KM raised the point that she has recently been fined £100 by Ace Security, because she accidentally used an out of date residents' parking permit. KM is upset because she actually pays for a parking permit, whilst others are parking without authority, and yet she has been charged.

JJ suggested that KM should be re-paid for her fine. Various other committee members have had a similar experience. MJ reported that he is currently appealing a parking fine after a piece of paper fell in-front of his permit in his car. MT has followed up after KM's fine was issued. MT to follow up again now that KM has paid the fine. JB pointed out that KM was correctly ticketed but it should be refunded now that the mistake has been explained.

JJ asked how often Ace Security should be doing parking checks as to who is parking legitimately. MT reported that these are regular checks.

It has been brought up by a resident that an estate agent is parking behind number 30.

(iii) St Andrew's Square

JB reported that St Andrew's Square's application to become gated was rejected.

(iv) Gardens

HA reported that the paving is going very well. Along the side of number 30, the whole thing will be planted. If it proves that the pavement is too narrow, a passing point can be created.

JB raised the concern that planting might create more damp. HA corrected that in fact plants help with damp on walls since they use the water.

HA proposed a raised bed in the square where people can plant vegetables. It will be in an area of full sun. HA will present this at the AGM. Tom the new landscaper will build the raised bed.

(v) MJ is looking for somewhere in the square to move into while work takes place on his place. MT will look into this.

(vi) Next committee meeting will be on 11th April 2016.