

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD
Minutes of the meeting of the Management Committee Held
on Monday, 9th January 2017

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

Guests: Anna Gardener (AG), Olivia Cox - Minute Taker, Marie Travers (MT), Dave Kitchen (DK)

		ACTION
1	Apologies: Denise Heywood (DH), Jennifer Jeffrey (JJ), Ben Gladstone (BG)	
2	Minutes of the last meeting - circulated, read and agreed upon by the committee	
3	Drain at no. 34	JM
4	Finance	JM
5	AGM	MT
6	Resurfacing and parking bollards	MT
7	AOB	

3. Drain at no. 34.

DK attended the meeting to explain the drain project at no. 34, and thank the committee for allowing the work to happen. DK explained they are very happy with the work but that it took a lot longer than expected and cost a lot more than expected. DK explained that this was because the conservatory erected by the co-owner before was badly in need of repair. The delay arose because of a manhole discovered underneath the conservatory, which needed to be moved. The manhole was surrounded by concrete, making it very inaccessible. Three quotes were returned. Work began in Jan 2016. The contract price was £50,000. The additions to the contract because of needing to move the manhole cover amounted to £10,645. DK broke-down the amount for the committee, explaining where the money was

spent, including fees from Thames Water, man-hours, and materials. MT has the full break-down of the figures in detail. DK explained that they bought the property with the extension, without knowing the manhole was there. JM explained that £5970 was agreed to pay to DK initially as an act of solidarity. DK left the meeting to allow the committee to discuss this. JB said it's a fault that happened during building which affects the whole square. MJ reported there are no legal requirements to pay, having consulted the square's solicitor. JM drew the committee's attention to that the committee is being asked to pay 18% of the project. JB pointed out that the sewer was unregulated, and should not have been put on private land in the first place – it should have been on a place that was the whole square's responsibility. If the manhole had flooded when it was under the conservatory, Thames Water would not have been able to access it and the square in that instance would have had a bigger problem and it might have cost a lot more. MT raised there are three options. 1. Pay just £5,970. 2. Pay the whole £10,645. 3. Pay a percentage. JB argued that DK has improved the square's sewer. PCC asked for a fuller break-down of the costs. MT to gather original invoices to support the final amount and circulate. MJ has paperwork supporting that the building inspector would only build the drain to Thames Water's specifications. Agreed to pay the extra amount subject to due diligence. PCC proposed that if the committee are minded to pay the actual cost, JM and 2 people of his choice will go through all bills and establish the exact cost. There will be a floor (£5,970) of the amount previously agreed, and a ceiling of the requested amount (£10,964.64). The Committee voted unanimously in favour.

4. Finance

JM gave a schedule showing the Budget vs, Actual for 2015/16 and the Budget for 2016/17 BK and PCC, the other members had been given the schedule in November. The schedule that will be presented at the AGM. The Auditor also requires a future cash-flow projection to be prepared. JM presented a schedule for the next twenty years, showing future re-decorations in 2020/21 and 2027/2028 with a possible roof renewal in 2031/32. The figures assume inflation rising to 2% and holding the Service Charge at £180 until 2018 when it rises to £200 / month.

5. AGM

MT circulated a draft agenda and invited members to add. JB asked point 3 to be amended to Annual Report since there is no chair. JB volunteered to write the report again. HA pointed-out point 4 should read 2016. JM asked to switch points 5 and 6 in the order. MT will circulate the letter of the notice of the AGM with the agenda. There will be a nomination paper – people can nominate in advance or at the AGM. JB to provide drinks and nibbles afterwards at her house. MT to add the bike shed to the AGM. JB to chair the AGM.

6. Resurfacing and parking bollards:

MT explained that information about the safe will be circulated to all co-owners. JM raised that perhaps the pamphlet should signpost people to the code, rather than the code being on the pamphlet. Agreed by the committee. All keys have been circulated to regular users, except 2 which are in the key fob. There is a spare key fob which will be kept in the JMW Barnard office. There is an option for co-owners to

buy a key fob for £25. LD flagged that the cobbles were laid incorrectly. MT speaking to the contractors and surveyor about this. Other issues including the drains being full of concrete on Lancaster Road will be discussed, too. JM reminded the committee that there has only been half of the amount paid. Also reported that the contractors were rude and obnoxious. MT to contact the company director. JM suggested if that if unsatisfactory response given on Monday, outstanding half should not be paid and someone else should finish the job. MT has a snagging list.

7. AOB

(i) Subletting no. 44

MT reported there has been subletting. In Dec 16, MT approached the co-owners to make them aware of the need to gain permission. Co-owners said they were looking at a possible long-term let, and said that friends were staying over Christmas. MT now has details for the new tenants – it is a 2-year let. MT still to receive passports, fee and references. Tenants have moved in MT to chase letting agents but feels confident that she will get all information and the fee for sub-letting. No. 15 – a solicitor's letter went to her in December. MT to chase-up. PCC suggested sending out guidelines about good neighborhood practice. Also to include things like making sure pipes should be accessible.

(ii) Bike Shelter

JB explained she has spoken to the church and the wasted space by the church can be used to move the gate. MJ reported that in 2001 a drawing was made with plans. Intention was to build a wall between the two buildings. It was rejected because it was deemed to be too much money. HA suggested it is raised at the AGM and ask for someone to run with it – give options, get quotes, etc. LD told the committee there are three bike holders that could be attached to the ground. These can be put in at any time. CM asked for immediate objections. KM requested thought be given to the noise on the wall. CM wants apply for planning permission. HA explained there needs to be proper plans in place first. Ask also for number of people with bikes, so as to establish rough number of bike spaces needed.

(iii) Rubbish

BK raised the issue of rubbish collection. HA reported that at the moment, Reg is getting help. CM suggested a note to all co-owners asking if they have the time, to take their own rubbish out. HA said Reg actually likes having the work. Agreed to let Reg keep doing his thing.