

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD

Minutes of the meeting of the Management Committee held on Thursday 21st January 2021 via Zoom at 7.00pm

Present: Murray John (MJ), Cerys Matthews (CM), Philippa Collie-Cousins (PCC), Ben Gladstone (BG), Basia Kapp (BK), Philippa Collie-Cousins (PCC), Rachael Vick (RV), Sarah Collinson (SC), Russell Mulchansingh (RM), Charles Samuels (CS), Michael Lynas (ML), Kirsty Malcolm (KM), Ana Caludi (AG)

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

		Action
1	Apologies: Judith Blakeman (JB) Jennifer Jeffries (JJ)	
2	Minutes of the last meeting: Read and agreed upon by the committee	
3	External Decoration & Repair 2021	CS, MT
4	AGM –Proposed agenda & reports	MT

3. CS gave an update on re-decs. He reported that the drone survey took place in Dec, results came on 6th January 2021. He reported that the roofs in general seem ok, although he will take a closer look. There were a couple of cracked tiles identified so far - further report to follow. CS also needs to inspect internally as well. MT to co-ordinate access for this. CS then moved on to external decorations and repairs. A closer inspection is required, especially as many patio doors have been changed recently and therefore would not need updating as they have factory finishes. These would not require painting. For the few co-owners that haven't changed their windows, CS suggested that this might be a good opportunity to replace them. CS raised the issue of drainage, and whether that should be included in the project, and also the brick boundaries, as there are some visible defects. CS has been referring to the specification from the re-decs completed last time, which he is using as his template. MJ confirmed that redecoration and repair project usually include drainage, and that looking at the brickwork is a good idea.

MJ told the committee that re-decs were completed around 6 years ago. Many residents raised issues of damp etc at that time, and were visited on a case-by-case basis. CS suggested writing to co-owners to ask if there are any issues they need flagging, to identify potential work. MT told the committee that she suggests sending an email to all co-owners flagging this summer as a good opportunity to have works if they need. If people do not want their windows painted/replaced (eg if they are brand new/factory finish), they should flag this. MT can supply details of the correct company for co-owners to go to, so that the replacements are like for like. CD raised that there are windows on one side that are completely rotten and therefore un-paintable. MJ suggested that if someone's window is rotten, they need to replace at their own expense. However, MJ also added that there is no need to replace windows just for the sake of it. CS suggested in the case of single glaze windows, perhaps there is a case to be made for encouraging replacement for energy efficiency. ML reported that there is government incentive for people to upgrade to double glaze from single glaze and wondered if that could be investigated. MJ reported that last time there was an option to take out the glass and replace it. CS suggested asking Natural Windows about this. SC reported trying to gain the Green Grant on another property and it is very difficult to secure as the companies are completely over-run. MT reported that she has served the first notice stating what works are going to happen.

Next steps are to draw up specifications and then go out to tender. A good number of contractors is usually 4 or 5. MT to contact the contractors who completed the work in 2014. Once quotes are received, this information is presented to the committee. This is often the most reasonably priced contractor. After that, the second notice is served, and after that MT can instruct the works to begin. MT raised that in previous years the timing of carnival has been a consideration, but it is unlikely to affect this time around, which means contractors can take advantage of the good weather from May. MT reported that the last re-decs took around 5 months. ML asked if it might be better to schedule works for later in the year to diminish the impact on residents. MT explained that re-decs required good weather for paint etc. MJ explained that the last re-decs worked on a phasing plan, moving the scaffolding around the square as needed. CS suggested that this was a more cost effective option, as well. May through to July is the ideal time to complete the works because of weather issues. CD asked if given the COVID situation the committee might be pushed back for a year. Many people are working from home at the moment, so perhaps this isn't the best time to be trying to invite many people and extra noises into the square. MJ asked what the implications of the work being delayed 12 months would be. CS explained that after his inspection he would be in a position to advise of this, and in the meantime the square's co-owners could be notified. It was also raised that this would not be critical work. MJ suggested that a May start date is optimistic. The next option would be to start around Sept. MJ suggested that CS complete his survey between now and then. CS raised the issue of economies of scale as it may be worth compiling a list of people who are potentially interested, as a company can then compile a cost based on volume. MJ reported that a large survey was completed in the last re-decs which is how the square settled on Natural Windows in Ealing. It was asked if the data is available re the windows MJ has sent a link for the Government scheme to the committee. MJ wished to confirm that they have had a good experience with Natural Window. MJ suggested that MT message all co-owners to give them a date for window inspection in order to create a list of what exactly is needed in the external re-decs. This will avoid ordering unnecessary re-decs on fully function windows. MT to suggest a date and circulate information.

The committee thanked CS for his input.

4. Planning for the AGM: MT reiterated that there will be no physical AGM this year, it will be conducted by zoom. Only people named on the agenda will be able to talk during the meeting. MT asked the committee for their thoughts on the AGM being toward the end of Feb. The accounts are in draft form. After these are completed, MT will issue notice of the AGM. MT asked for nominations for chairing the AGM. AG has drawn up the budget. Since last year, HA has resigned and MS has been appointed. BG volunteered to be chair again. The committee thanked BG. MT moved onto dates, and raised that the AGM could be postponed to later in the year. The committee agreed it should be done virtually sooner. MT to circulate possibly dates. CM raised the dates around half term, so MT suggested around the last week of Feb, perhaps on the Wednesday.

AC was invited to speak about the budget. AC to send round the budget after the meeting, inviting comments - eg the fence is in the budget, but the re-decs are not currently in the budget. AC reported that if things were to be delayed a few months, that would help to spread the cost.

MT asked the committee if there was anything that committee members wished to add to the agenda. MT to circulate date a potential agenda.

A.O.B.

- (i) ML raised the issue of electric car charging in the square. ML acknowledged that there would need to be a plan in place, and asked if this could be raised at the AGM. This was positively encouraged by the committee. MT replied to ML regarding the car charging issue, and suggested emailing everyone on the committee ahead of the AGM. CS raised the suggestion that car charging could run off lampposts, depending on the council. MT suggested that a future plan would be a credit card system so that the individual user is paying for their electricity. MJ asked if there would be some sort of subsidy for public use of a charging point. ML to gather information and come back to the committee with info.

- (ii) RM asked for a report on the clawback in the square. MT reported that it would require a deed of variation to every co-owners lease. If the clawback was agreed to be lower, at some point there would be an increase in service charge, or a formal demand for money in the case of re-decs etc. BG reminded the committee that this sort of change would require everyone's approval. AC asked if this would go to a vote. BG explained that it would require a unanimous agreement. It was decided that the committee should decide on whether this issue should be raised ahead of the AGM. MT reported that the benefit of a clawback is having the financial security. There is also no immediate need for payment that may delay works or create friction, which is a problem that MT has experienced previously. MJ enforced the need for financial planning for the future. This will not go forward to the AGM, but will be discussed at the next committee meeting, to give an idea of benefits or costs. MT enforced the need for forecasting ahead for the next major expenses. MJ re-iterated that if and when roof replacements are necessary, this could be a lot more expensive.

(iii) RM raised the issue of mice in the square. MT reported that this particular issue was not considered a communal problem. There is no specific budget for pest control - so the individual should seek advice from their landlord. This can be a very costly procedure. BG raised the issue of retiring and re-election of committee members, and asked if MT can send out a form to all co-owners inviting their nominations.

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