

Maunsel (Fourth Co-Ownership) Housing Society Ltd.
Committee Meeting held on Monday 13th November 2023 at 6.30pm
At Notting Hill Methodist Church

Present: Robert Larkins (RL), Dominique Van Roey (DVR), Andy Woodford (AW), George Tormod-Little (GTL), Cerys Matthews (CM), Basia Kapp (BK), Judith Blakeman (JB), Denise Heywood (DH), Murray John (MJ)

Guests: Russell Mulchansingh (RM), Marie Travers (MT),
These minutes are taken from a recording by Olivia Cox - Minute Taker

1	Apologies - Philippa Collie-Cousins (PCC), Rick Fisher (RF), Jennifer Jeffrey (JJ), Billie Dainton (BD), Hilary Arnold (HA)	
2	Minutes of the last meeting - These had been circulated and were approved	
3	Financial update	AW
4	Day of future meetings and timings	CM
5	Full Fibre Broadband	MT
6	Downpipes to houses	
7	Roof update	MT
8	Downlighters	
9	AOB -	

3. Financial update - AW explained that because there wasn't a budget for 2022/23, in order to generate a budget and forecast, the actuals from 2021/22 were used.

The budget was circulated to committee members, with the following main points raised:

- Increase of service charge by £50 from July 2023.
- Audit fees for 2021/22 weren't paid in that financial year so show as a deficit.
- Buildings insurance payment wasn't paid in the 2021/22 financial year for 2022/23.
- Increase in utilities - primarily electrics, which went up to £6000. Water bill also increased. This led to a deficit in administrative costs.

- AW flagged that regular maintenance and repairs have been separated from major refurbishments / expenditure (e.g. re-decs / fences)
- Garden maintenance decreased from 2021/22 from £25000 to £22000, primarily because the previous gardeners were instructed not to plant during re-decs works, and also because there was a swap-over to new gardeners. Ray Powell has submitted a budget which shows an increase, to £27000. This needs to be discussed at the next committee meeting in Jan, and approved or not, with a view to bringing it to the AGM in Feb. HA is keen to increase spending on the garden.
- There was a slight increase in window cleaning cost.
- Major expenditures were gardens, fences, gating (cost in 2022/23), window replacements, professional fees, works on asbestos clearing.
- Cash at the start of the year was £250,000.
- Clawback of £55,000.
- Cash balance now of £209,000, which is the starting-point for this financial year. This is without any work to staircases / further windows costs. This currently gives a budget surplus for 2023/24 of £39,000, and forecasts as a further surplus in 2024/25. This will determine what service charge increase will be for the following year. Based on the metrics applied, AW's suggestion is an increase of £15 per household, to give an extra £5000 per year.

In the original budget format there was a requirement that it was manually imputed from a ledger. AW has been working with Michelle at JMW Barnard to update this. The new system can be shared on a google drive as a view-only, with totals available quarterly. This means everyone can access figures to maintain a better view on whether spending is on-track through-out the year.

MT informed the committee that no. 32 is under offer which will potentially lead to clawback for this next financial year.

The issue of flat staircases (carpeting) was raised, as they are in excess of 20 years old. There is a carpets sub-committee of Carlos, RM & DH. DH has obtained carpet samples from three different outlets, and has gained an idea of costing for each. Carlos has figures available. Summary to be presented at AGM.

4. Day of future meetings and timings - CM requested this be raised at the previous meeting. MT reported that three committee members couldn't make today's meeting due to the timing change from 7.30pm to 6.30pm. RL clarified that his email was intended to request just one date change, not on-going. The use of Zoom was raised. There were some issues with audio when this was used previously, so it was suggested that a microphone be used to ensure clarity. RL suggested an afternoon on a weekend. This wasn't a popular suggestion. CM suggested using scheduling software ahead of each meeting to gather data from each committee member as to which date would be preferable in a given week. CM to circulate link to scheduling software. It was suggested that meetings have a 7pm start time going forward. Agreed, but noted that the committee members unable to attend haven't been given the opportunity to vote on this. Noted

that any committee members who are unable to stay for the duration of the meeting could be given the opportunity to raise any agenda issues they are bringing at the top of the meeting.

CM also highlighted that the committee is there to serve the majority of co owners and getting majority support and information to the majority is imperative.

5. Full fibre broadband - MT explained that she started this process some time ago with G Networks. There are issues due to a system mitigation which has presented unforeseen challenges. RL subsequently suggested Hyperoptic, so MT has approached them as well. There is an issue with signing a second waiver so MT has gone back to Julian at G Network to remove the current waiver due to the excessive lag-time. This means WS isn't fixed to a particular network, but it is possible that fibre optic may have the same issues that G Networks have encountered. There is no minimum number of people needed to sign up. RL also contacted G Network 6 months ago, and was told that they are having financial difficulties and therefore were holding off on new work. On the corner of Bartle Road, Hyperoptic was installed last week. RL demonstrated the cable involved and explained that it can run along the back of a property, with connections taken off to service each property as required. MT requires instructions whether to sign a waiver with Hyperoptic. Committee discussed this and approved.

6. Downpipes to houses - BK informed the committee that MT circulated photos and comments from the roofers. There are currently only two downpipes from houses, and BK reported often getting a leak from the gutter. The roofer clarified that the norm is to have one downpipe per three houses, but that the WS downpipes are quite flimsy. BK's concern is that there might need to be improvements in this area due to the increasing rainfall. MJ raised that the diameter of downpipes has been increased in previous re-decs. The issue with increasing the number of downpipes is that there is no-where else for the water to go. MJ suggested increasing the size of the gutters. Next step would be to get CS to do the calculations.

It was asked what CS's association with WS is. MT explained that CS is local and reasonable, and 3% plus VAT less than other surveyors.

It was suggested to create some sort of relief drainage system that follows the path from JB to HA to go across the front of the houses to make use of the natural pitch in the square, to protect against flash flooding. MT flagged that the main problem with Bartle Road is the council drainage and maintenance not being kept up due to lack of funds. RL flagged the lack of gully clearance as being an issue involved in the Portobello flooding. Suggestion to write to both the council and Thames Water to flag that there needs to be action taken. MT confirmed that WS conducts regular drain clearance each summer.

7. Roof update - At the last meeting it was requested that MT approach Simon's recommended company. Simon mentioned a point cloud survey. When MT went to Ploughman Crawman they thought a condition survey would be more useful. A UAV could be flown to capture high res images, but they wouldn't be able to comment on the condition of the tiles, which would require a condition survey. Previous to that, MT approached six companies and obtained four quotes for a

roof condition survey. MT reported that since the last external re-decs, there have been a couple of reported leaks. JM had a cold spot where the insulation in the roof had disintegrated, which required tiles being lifted. This was due to a sharp decrease in temperature. Carlos had one (around a velux, where tiles started lifting around the Velux), RL had two. MJ has looked into an independent survey from a detailed survey company. He has not yet asked them to quote. MJ suggests: a) requisite repairs. b) Summary notes on longevity of roof from last 2 re-decs. MJ suggests there be five phases in the investigation with reporting back after each. 1) analyse the condition of the roof. 2) estimate life expectancy of parts of the roof. 3) suggest a schedule of work for repair or staged renewal with monitoring over time. 4) make a cost plan with options. 5) make a proposal for the service charge increase. The process for engaging a company would begin by obtaining quotes. MT to draft brief and circulate to the committee before submitting to company.

CM noted not going ahead with any major roof works unless it's absolutely necessary.

The issue of whether people will be able to stay in their homes during roof re-decs was raised. MJ commented potentially a day/night but it is not known at this stage. A temporary roof would need to be erected but MJ reported that roofers can work in stages.

8. Downlighters - MT explained that it was discussed at the last committee meeting that downlighters are changing over to LED fittings. In the process of this happening, it has been noticed that water is getting into a cable, potentially within the wall of no.30. MT has gone back to the electrician asking for a way to avoid surface cables - potentially using bollard lighting instead of downlighters, or hiding cables behind planters. The electrician is due to speak with MJ. RL raised the idea of having an audit of all electrical usage in the square, looking at the expenditure in order to look at ways to reduce usage / costs.

AOB

(i) Christmas Tree - GTL raised the idea of a nominated night for the lights to be switched on. Also need to source a christmas tree for the square. GTL to speak to gardeners re getting the tree to the square. GTL to suggest a date for lights to go on.

(ii) Grenfell Meeting - JB went to the Grenfell Meeting and discovered that the 'Grenfell Community' includes WS, and that there is money available for the community affected by Grenfell. JB suggested that WS could consult. RL suggested requesting a cupboard for the defib so that it could be used for the wider community. MT informed the committee that there is already a defib in the church. It was suggested there could be the erection of speed bumps in Bartle Road.