

## **Saxon Court Annual General Meeting Thursday November 19, 2020**

### **1. Apologies & Welcome**

James Moorman of EPM hosted and opened the meeting and noted apologies from Simon Yarwood, Brian Hatfield, and John Bick. He then transferred chairmanship of the meeting to Hermann Moisl on the basis of nominations from Alan Millard and Hamed Bybordi. The chairman noted, with sadness, the deaths of four Saxon Court residents in the recent past, and welcomed new ones; Kevin Abbey, Peter & Christine Darby, Anna Jukes, and Vilja & Peter Wheatcroft. The meeting was held online on account of Covid-19 restrictions.

### **2. Minutes from last AGM**

The inaccuracy of the Minutes with respect to the service charge increase was noted, together with the observation that the matter of service charge increase was not approved at the last AGM. Thereafter the Minutes of the AGM held on 30 November 2019 were approved.

### **3. Matters arising from last AGM**

Several matters arising from the Minutes were discussed:

- Proper use of bins: Deposition of inappropriate material into the recycling bins has remained a problem. Residents were urged to take greater care. Hermann Moisl undertook to post a notice saying what should go where.
- Internal and external lighting: Existing fluorescent bulbs, inside and out, are being incrementally replaced with LEDs, and the process is now almost complete. Sensors have been checked and updated as required.
- Balcony refurbishment: After some organisational confusion, EPM is now in the process of surveying the woodwork to determine needed repairs, after which refinishing will be undertaken in the spring.
- Garden: Tree and hedge pruning have been completed.
- Security: Various security measures were discussed at the last AGM but no action has been taken on them on account of Covid restrictions.
- Bicycle shed: There are two bicycles in the shed which have been there for a long time and are clearly no longer used. Owners are asked to remove them or have them removed to create storage space for active bicycle users.

### **4. Appointment of Directors**

Each year the AGM has to ratify membership of the Residents' Committee, who are Directors of the Saxon Court Management Company. Membership of the Committee in 2019-20 was confirmed as unchanged for 2020-21.

### **5. Chairman's report**

There have been two meetings of the Residents' Committee since the last AGM. The following matters were discussed and resolved; minutes of the proceedings are posted on the Saxon Court website.

- Dragan Todorovic resigned the Chairmanship of the Residents' Committee and Herman Moisl was nominated as his successor for ratification by the present AGM. Dragan expressed a willingness to remain a member of the Committee and to act as Deputy Chairman. The AGM ratified Hermann Moisl's Chairmanship with the proviso that it be noted that, because he has no financial stake in the flat where he resides, the appointment does not imply directorship of the Saxon Court Management Company, as detailed in Appendix 1.
- For clarification, a draft articulation of the Residents' Committee's constitutional position, remit, and procedures was to be presented to the AGM for ratification. This is attached as Appendix 1. After some discussion and amendment, the document was ratified by the meeting and will be posted on the Saxon Court website.
- Various maintenance matters additional to those mentioned in (3) above were identified.

- Several loose fenceposts in the garden have been repaired, but several remain to be done.
- The bin enclosures require some general maintenance, an in particular repairs to the hinges which make it difficult to engage the latches.
- A fallen wooden section in the eaves above Michael Clarke's flat has been replaced.
- Several fallen slates have been noted, and the AGM approved a roof survey to identify any problems.
- It was decided to retain the present 3-month interval for window cleaning. Dragan Todorovic agreed to speak with the window cleaners about the cleaning procedure. It was also noted that windows were not being cleaned where access through properties was needed, due to Covid.
- The external wood- and metal-work will need repainting in 2021. EPM is aware of this.
- The two wooden garden gates are in poor condition. Hermann Moisl has volunteered to make replacement metal ones at cost price of the materials.
- Residents are responsible for those components of front-door intercoms inside their apartments, and EPM for apartment-external ones. Residents are also responsible for ensuring that their fuse boards and smoke alarms have been professionally checked.
- Hermann Moisl undertook to create a website containing information relevant to Saxon Court. This has been implemented.

## **6. Financial report 31 March 2020**

James Moorman (JM) of EPM presented the Financial Report for the year ending 31 March 2020. The following queries were raised and resolved to the satisfaction of the meeting.

- The proposed increase of £5.00 per month to the management charge was not adopted following the increase last year.
- The level of charge for telephones in the lift was argued to be unnecessarily high, and Dragan Todorovic undertook to look into a cheaper supplier.
- Query on the why the lift telephone charge wasn't covered under the lift maintenance charge. JM indicated that the line was maintained by BT and the stated charge was a standing charge for emergency support for the lift telephone.
- Query about why the lift insurance inspection wasn't covered by the lift maintenance charge. JM indicated that it was a legal requirement for the lift insurance inspection to be performed biannually outside the maintenance inspection.
- Charges for electrical work, lift maintenance and inspection, and 'various estate works' were queried and explained by James Moorman. Query on why various estate works had not been broken down for transparency. JM indicated that the works were too small and insignificant to be listed separately.

## **7. Reserve fund position**

This was noted.

## **8. Any other business**

- A worry was expressed about the stability of a tall tree in the neighbouring property behind Saxon Court. The meeting agreed to send a letter pointing out potential liability to the tree's owner if it should fall.
- The carpets in the upper floors in both blocks have faded and now look unsightly. The

meeting resolved that the Residents' Committee should consider options for remediation or wholesale replacement of the flooring.

- The frequency and thoroughness of the bin cleaning was questioned. It was agreed that dustbins should be washed every two months,
- There was a query on the deferred service charges under section 3. JM indicated that these were not true arrears but simply an accounting lag occurring between year end and year start accounts.
- There was a query on the tariff for the communal electricity supply. JM confirmed that this was on the economical tariff.
- Recent buyers of a Saxon Court flat requested permission to keep a cat on the premises. This is permitted by the Deeds subject to approval by the Saxon Court Management Company, which is itself contingent on explicit conditions. The buyers agreed to these conditions, and permission was granted. After some discussion, this decision was ratified by the AGM with the proviso that it should not constitute a precedent, and that any future applications for such permission must be considered on their individual merits.

## **Appendix 1: Constitutional position, remit, and procedures of the Residents' Committee**

### **1. Constitutional position**

- Everything within the perimeter of the Saxon Court development is owned freehold by the Saxon Court Management Company.
- Flats are owned leasehold from the Management Company. Bungalows are owned freehold.
- Interior and exterior areas apart from flats and bungalows within the perimeter of Saxon Court are jointly owned by leaseholders and freeholders, who constitute the Management Company.
- The interests of the Management Company are represented by the Residents' Committee.
- Members of the Residents' Committee are Directors of the Management Company.
- The Chairman of the Residents' Committee is appointed by the Annual General Meeting of the Management Company.
- Exclusive Property Management Limited (EPM) manages all aspects of Saxon Court administration and maintenance on behalf of the Residents' Committee. The Director of EPM is a member of the Residents' Committee, though without any ownership interest in Saxon Court.

### **2. Remit**

- Identification and discussion of matters relating to proper maintenance of buildings and grounds.
- Oversight of expenditure relating to this maintenance and to administrative matters such as preparation of accounts and insurance.

### **3. Procedures**

- The Residents' Committee meets at least once per year, and more often if required.
- Minutes of Committee meetings are published on the Saxon Court website. Freeholders unable to access the website are provided with paper copies on the Minutes.
- Matters identified by the Residents' Committee as requiring action by EPM are communicated to EPM by the Chairman of the Committee.
- With respect to provision of services mandated by EPM, the default position is that the Committee should continue to draw on EPM's extensive experience in provision of reliable and cost-effective contractors. The Committee does, however, reserve the right to obtain its own quotations, which are then discussed with EPM. Procurement of quotations and services are regulated by legal statute, whose provisions are available from EPM in the interests of transparency.