

Residents' Committee Meeting, 7th March, 2020

The Chairman opened the meeting.

In attendance: Dragan Todorovic (chairman), Liz Robson, Alan Millard, Hamed Bybordi, Hermann Moisl

In what follows, 'EPM' refers to the Management Committee.

The main business of the meeting was to clarify the remit and the operational procedures of the Residents' Committee. The following were proposed and adopted:

1. The need for an explicit formulation of the Committee's remit and operational procedures. Included should be (a) identification and discussion of matters relating to proper maintenance of buildings and grounds, (b) oversight of expenditure relating to this maintenance, and (c) definition of the Residents' Committee's competence relative to that of EPM. This formulation is to be made available to all residents on the Committee website. Hermann Moisl undertook to compose a draft formulation and to circulate it to Committee members for comment prior to publication.
2. There should be some minimum number of regular Committee meetings in the course of each year, with additional meetings if and when required.
3. Minutes of Committee meetings should be kept and published on the website for reference by residents. These minutes are to be taken by the Committee secretary. Residents unable to access the website are to be provided with paper copies of minutes.

Liz Robson volunteered to be secretary, and Hermann Moisl to be webmaster.

Item 1b above was discussed at some length with particular reference to the need to minimize costs via provision of several quotes by contractors. It was noted that EPM has substantial experience in the provision of reliable and cost-effective contractors, and that we should rely on that experience in relatively minor items of expenditure. For major expenditure the Committee should, however, obtain several quotes and discuss them with EPM; 'minor' and 'major' remain to be defined. Where a Committee member has a particular interest in the matter in question, s/he can volunteer to undertake provision of quotes. To forestall confusion, all communication with EPM must go through the Committee chairman.

It was agreed that

- the garden fence required repair and that EPM be asked to engage a contractor to carry out the work.
- small jobs within the competence of Committee members could be undertaken without involvement of EPM. Hamed Bybordi and Hermann Moisl volunteered to deal with the defective door on the bin enclosure, the ineffective latch on the gate nearest the bicycle shed, and some loose paving blocks in the parking area.
- the chairman of the Residents' Committee should invite James from EPM to an informal meeting with members.

Provision of security measures was raised as an item for discussion at the next Committee meeting. The chairman and Hermann Moisl agreed to research possibilities and to collaborate on a proposal to be presented to the Committee.