

Saxon Court (Guys Cliffe) Management Company Limited
Annual General Meeting Minutes
Wednesday 5th December 2022, at 7pm, Tennis Club

Present

Ms. A. Benbow
Mr. & Mrs. M. Clarke
Mr. M. Lucas
Mr. K. Abbey
Mr. H. Bybordi
Prof. A. Millard
Ms. E. Robson
Prof. H Moisl
Mr. J. Bick

1. Apologies & Welcome

Hermann Moisl opened the meeting and welcomed everyone. Apologies were received from Mr. B. Hatfield, Ms. T. Simpson, Mr. A. Bray, Ms. A. Jukes.

2. Minutes from last AGM

The Minutes of the last AGM, held on 8 December 2021, were approved with no corrections. These will be uploaded to the website.

3. Matters Arising from the last AGM

- The lift emergency telephones are currently managed by BT, and BT will stop supporting the existing analogue service in 2023. The cost of moving both lines to a digital service requires an update by Schindler to enable the lifts to accept SIM cards. This has been quoted at £900 plus VAT per lift. Schindler offered a GSM package with SIM cards: the first year is free and thereafter £10 per month. It was agreed to proceed with this option.
- External lighting was discussed, and various residents thought that its extent and duration were excessive. A meeting was held on 18 August to discuss implications and options, and it was decided that all the outside lights should be disabled apart from the four at the entrance of the development and one beside Flat 1. These would switch on at dusk via sensors but switch off at 12:30 am. It was also decided that sensor-activated lights should remain at the bin store. A quotation for implementation was obtained by Liz Robson at £265, and the work was carried out in early September. It was subsequently suggested that, since the four bollards at the entrance are LEDs, they should remain on until dawn as a security measure.
- The paint applied to the balcony floors had begun to flake off in a few cases. It was noted that these should have been oiled rather than painted at the outset, and that this was too labour intensive to remedy now, so it was agreed to repaint every few years.
- A drone should be used to examine the condition of the roof. Anna Benbow agreed to investigate this.

4. Chairman's Report

The only remaining major item of exterior maintenance was the painting of woodwork and metal balcony frames. This had been completed. Less pressing issues had arisen, such as abuse of the parking provision and the presence of a scrap car in the forecourt, but these had resolved themselves. What remains is the update of the lift emergency telephone provision and repair of a few paving blocks which have become loose.

Some time ago there had been a leak into one of the lift shafts, which had been investigated and resolved. EPM was asked to obtain quotes for repair of the paving blocks and to provide information on the historic lift shaft leak.

Post-meeting note. The lift shaft leak in 2015 was caused by a rise in the water table in combination with blocked and cracked drains. The drains were re-lined, the shaft pit area was tanked, and a pump was installed to forestall any recurrence.

It was proposed that a rain-proof covering be installed on the bin store. The bin store is nearing the end of its life, and it was agreed that when the time came to replace it a roof would be included.

The conifers to the rear of Block 2 are affecting the grass as a trim is required. EPM agreed to obtain quotes, including reduction of height below the window of Flat 6.

5. Financial Report to 31 March 2022

The Service Charge to the above date was £25032 and expenditure totalled £27519, resulting in a deficit of £2487, which was adjusted from reserves. Points of note were increased hours for gardening from February to May. The charge for electricity was underspent due to timing of invoices being quarterly in arrears. Building insurance was slightly up on last year. Lift maintenance was over-budget due to callout following a power cut, which cost £735 to remedy. The combined reserves position stood at £19826 - the Group 1 (Estate) fund was £12765 and Group 2 (Apartments) was £7060.

6. Reserve Fund Position

	GP1	GP2
Current	£12,765.00	£7,060.00
22/23 collection	£2,920.00	£4,766.00
22/23 expenditure	£0.00	£7,515.00
Total	£15,685.00	£4,311.00

Combined total at 31 March 2023 was £19996.

The financial position was good, and thanks were given to Liz Robson and Hermann Moisl for keeping costs down.

7. Appointment of Directors

There have been no meetings of the Residents' Committee; business was conducted via email. Hermann Moisl was reappointed as Chairman, Dragan Todorovic resigned, and Anna

Benbow was elected to fill the resulting vacancy, proposed by Michael Clarke and seconded by Michael Lucas.

8. Any other business

- The food waste bin is not being emptied, and this has been logged with the Council. Until the matter is resolved no one should use the bin.
- Lifts faults take too long to be rectified, and the contractors must adhere to the Service Level Agreement outlined in their contract. This, however, only stipulates the time frame an engineer will attend initially, not the turnaround time for repairs, citing parts availability as one reason for this.
- Installation of electric vehicle charging (EVC) points was raised. The Lease is clear that all vehicle parking spaces are allocated and owned by their respective flats. The installation of an EVC is an individual cost, with consent required from the Saxon Court Management Company for installation. Each EVC must also be connected to the owner's electricity meter.