

Saxon Court Annual General Meeting Tuesday 6th November 2018

1 Apologies & Welcome

There were apologies from Simon Yarwood and Mary Bick. The Chairman welcomed Valerie and Dorothy back to Saxon Court and Liz, Herman and Hamed who had moved in to Saxon Court since the last AGM.

2 Minutes from last AGM

The Minutes of the last AGM held on 8th December 2017 were approved.

3 Matters arising from last AGM

After considering the lift contract the decision was reached to remain with Schindler. This decision was based solely on cost. The auto diallers in both lifts would have to be changed as these were the property of Schindler. The cost to do this was circa £5000.00. The saving of moving the contract away from Schindler was circa £500.00, equating to a 10 year pay back. James advised that if these auto diallers became non-operational, they would be replaced with ones that we could move to another service provider.

The LED lighting was installed and there were savings on electricity.

The trades button to number 8 was temperamental and the volume on Dorothy's was not loud enough, Dragan suggested that instructions were sourced and distributed to all residents.

The side gate to 7-12 was not opening all the times, residents needed to ensure that the digits on the padlock were in the correct place for it to work.

The bench was removed, and a replacement kindly supplied by Liz and Herman.

4 Directors report

Alan, Dragan and Michael had met occasionally to discuss the management of the estate. There had been no major problems that had developed.

Works to the drainage at the front of the development was planned shortly, the access will have to be closed off and residents would be made aware before this work was undertaken.

The Committee were also looking at costs to clear the top-level gutters and also the bungalows.

The cappings to the wall were also due to be cleaned and cars would need to be moved back to ensure that the chemicals did not come into contact with them.

The green bin, which Saxon Court is not meant to have, is now being collected and emptied. Valerie had telephoned the Council and they had agreed to collect it.

Residents were reminded to ensure they put food and garden waste in the correct bins and that all other refuse is secured, preferably in black bags, before being placed in the bins.

The fuse boards and smoke alarms inside each apartment were 10 years old and now needed to be checked. It was noted that the Millard's had to have some works carried out to ensure conformity. There were four apartments still awaiting electricians to attend, 7,8,9 and 10 and Kevin Reilly would be asked to make direct contact with them.

A question was raised over a fire policy for the building. The Chair advised that he had sought advice and that if you can get out safely, i.e. if your door knob is cold to the touch and your exit is clear then evacuate, if not stay put. Dragan suggested that fire extinguishers could be purchased by individuals and placed in the kitchens.

There had been a serious flood from Dorothy's apartment and this was being handled by the building's insurers and contents insurers. Originally it was thought that the leak had come from a plastic pipe. However, the leak came from a copper pipe that had stressed and weakened over time due to a vibration. The Chair suggested when the properties are left for a period of time that the water should be turned off and that it would be prudent to leave a key with a neighbour. EPM were thanked for the handling of this leak and dealing with the insurance companies.

Brian stated that the contractors had been leaving both doors open and this had set the fire alarm off.

5 Financial Report 31st March 2018

The Service Charge Accounts had been circulated to all in readiness for the AGM. There had been a considerable saving on electricity of £600.00. The lift maintenance had resulted in an overspend of £1,200.00 due to works carried out in the year. The garden maintenance costs were underspent by circa £800.00. It was clear that more visits were required to ensure leaves were being collected. The Committee would meet and discuss gardening and maintenance issues. The hedges at the front by the doors needed to be trimmed, the committee would raise this with Martin Carty. The end result was that the reserve fund closed with a balance of £4,698.00.

6 Reserve fund position (anticipated)

The current budget was running well and at the 31st March 2019 the reserve fund should stand at around £10,000.00 to £11,000.00.

7 Future management charge

The Chair proposed an increase of £5.00 per month for the apartments and a similar incremental increase for the bungalows, all present agreed.

8 Directors

The current Board were still in place for a further year. Liz Robson was proposed by the Chair and seconded by Brian. The Chair advised that he would stand down as Chair after 10 years but would remain on the Committee. He was thanked for all his hard work.

9 AOB

It was noted that the recent insurance works had caused a lot of disruption which could have been avoided. It was agreed that when residents had works planned that this was communicated to others, that contractors were asked not to park in other parking spaces and that communal areas were protected with plastic sheeting.

There had been a request to discuss gates, barriers or bollards to prevent unauthorised vehicles entering and turning around in the development. James advised that EPM looked after all sorts of systems and whilst they do provide an element of security they would often fail, and this would lead to inconvenience and extra costs in annual maintenance and call outs. The main offenders were users of the tennis club. It was agreed to source 2 signs stating 'private property no turning'. EPM would get some costs for the Board to look at. EPM were asked to get costs for a couple of dummy CCTV cameras and signs as this may help in preventing unauthorised access. It was further agreed that EPM would obtain costs for a speed bump to be installed at the entrance.

Some visitors and carers were not parking in the correct designated spaces but on the drive, this was causing access problems for certain residents. Alan will put up the other no parking signs. Residents were asked to ensure their visitors either parked in the correct parking space if available or to park on the main road.

There was a question over the exterior lighting being too bright and if it needed to be on all night. The issue of security was discussed and now that the lights are LED these should be left on all night as the extra cost would be negligible.

The lighting was considered very bright as you exit the building, the Committee would look into getting lower wattage bulbs.

A question arose around entrance mats to help remove dirt as people entered the buildings, this could be deemed a trip hazard. The Committee will look at possible options.

There being no further business the meeting was closed.