

**Saxon Court (Guys Cliffe) Management Company Limited**  
**Annual General Meeting Minutes**  
**Wednesday 8<sup>th</sup> December 2021, 2pm**

**1. Apologies & Welcome**

Hermann Moisl opened the meeting and welcomed everyone. Hermann apologised for the room - there had been a double booking at the venue. The meeting was also held online for those unable to attend in person. Apologies were received from James Moorman (EPM), Michael & Jill Clarke, Simon and Jill Yarwood and Michael Lucas.

**2. Minutes from last AGM**

There was a spelling error on the second line noted, Bick not Bicc. Thereafter the Minutes of the AGM held on 19<sup>th</sup> November 2020 were approved and would be uploaded on to the website.

**3. Matters Arising from the last AGM**

Several matters from the Minutes were discussed:

- Lift telephone costs: Dragan Todorovic undertook some research to find a cheaper supplier. The lift costs in 2019 were £474. Simple Telecoms offered the best rate at £14.60 per lift per month after setup costs and the line would remain BT Openreach. The total costs would be £390 for year one and £350 each year after. Liz Robson also looked into the matter and reported that the copper analogue wire lift lines would not be supported from 2025 and there would be a requirement to use WiFi or Mobile SIM for future connections. The SIM card option would cost £296 for the first year and £210 each year after. It was noted that the lift company was not responsible for the lift line but would undertake the installation of the SIMs. There was concern over signal strength available within the lift due to it being a metal casement. EPM were asked to check the feasibility of this option in order to proceed. It was requested that in addition notices be displayed in the lift for the emergency numbers so people could call Schindler directly if required.
- Roof survey: the drone survey had not been undertaken due to Covid but Dragan confirmed the offer was still on the table. Due to current privacy legislation on the AGM is required to grant permission for this to proceed; this was granted.
- Saxon Court website: the website contains copies of minutes of AGMs, Residents' Committee meetings, a copy of the Deeds, and a specification of the Saxon Court management constitution. Hermann would resend the URL to residents.

**4. Chairman's Report**

Activity during 2020 focussed on:

- Carpet Renewal: Carpets have now been replaced throughout with a neutral colour, the cost of which was £2,550.00. Several contractors were asked to provide quotations: two quotes were received and the contractor appointed came recommended.
- Balcony refinishing: It was difficult to obtain quotes for this, and the work was eventually placed with the lowest quotation. All balconies have been refinished and the reported repairs were carried out. The total cost was £1,150. Brian Hatfield reported an issue with finishing as the contractor ran out of paint due to supply

shortages; this needed to be checked along with the lip on the outside of the frame. In addition, the underside of the ground floor surface required checking as the condition of these was unknown.

- Bin store: The bin store was rotten in places, particularly the roof planks, and the fence with adjoining property had holes in it. The store was repaired and the fence replaced at a cost of £1,226. The repairs to the bin store would extend its life for a few years but consideration for complete replacement in the longer term would need to be given. Placing a waterproof roof on the store should also be considered.
- Garden gates: The garden gates were in poor condition and were not secure. These have been replaced with robust metal ones made by Hermann Moisl and painted by Hamed Bybordi. Material costs totalled £330, there was no charge for labour. The meeting expressed gratitude for the work undertaken. It was noted that the code remained unchanged.
- External redecoration: External repainting is mandated by the Lease and should have been undertaken in 2021. Due to the pandemic obtaining quotes had proved very difficult. Two of the three quotes were similar, and one was expensive. The chosen contractor has his own cherry picker, which saves on additional costs of circa £2,000, and is scheduling the work for Spring 2022. The cost for this project is quoted as £7,260. It was confirmed that the paint colours would be as close to the existing as possible. The Juliette balcony to the rear at first floor level is included but will be accessed from a ladder. There was concern of paint flaking after 2 years as had happened last time. Reassurance was offered that a Zinseer paint has been specified, which is a high-quality specialist paint. It was noted that the wooden conical at the front had broken off and it was requested that this be reinstated while the cherry picker is on site. The quotation included the redecoration of the bungalows, and EPM was asked to check if this was to be included within the service charge.

*POST MEETING NOTE: The owners of the bungalows are responsible for the exterior redecoration of their properties. The allocation of funds for the external redecoration is classed in the lease as a Fund A Maintenance expense which is contributed to by the apartments only. The owners would still be able to partake in the project but would be subject to a supplemental invoice for the amount included in the quotation.*

## **5. Financial Report 31 March 2021**

Pippa Rolland of EPM presented the Financial Report for the year ending 31<sup>st</sup> March 2021. Reserves totalled £19,574 but the figures quoted on page 5 section 1 were incorrect and required correction by the accountant.

- The window cleaning costs were queried as these were higher than previous years, and to date the window cleaners are not entering the building on account of the pandemic.
- No copies of invoices have been sent to the Committee for work undertaken on the intercom and the trades button by eleKtRical, as previously requested, total cost £80.
- The bin cleaning was carried out by Liz Robson and John Bick. Pro Wheelie Bin Cleaning were approached but were unable to attend on Thursdays due to other commitments. Patrick from Leam Bins cleaned the kitchen waste bins and has

agreed to undertake this every two months. He has advised that waste should ideally be disposed of in biodegradable bags to prevent smells and help keep the bin in a better condition for longer.

- It was noted that the lights appear to come on too early and go off too late. These were on sensors which detected the levels of natural light. It was also noted that the bollard bulbs don't appear to last very long and Hamed is changing them as required. The switch to LED lights internally has been successful and would look to replace the bollard lights with the same. Hermann and Hamed agreed to look into this.

## **6. Reserve Fund Position**

The reserve position as at 31<sup>st</sup> March 2021 stood at £19,574 with a contribution during the current financial year of £7,545 less expenditure incurred. It is anticipated that the reserves position at 31<sup>st</sup> March 2022 would be circa £22,000. It was agreed that the external redecoration would be fully funded from the reserves and would not require a supplement to the service charge.

## **7. Future Management Charges**

Pippa (EPM) advised that the buildings insurance element of the budget was too low by £1,740 and there were increases likely to the electricity costs due to price increases across the sector being in the region of 15%. It was agreed to increase the Management Charges by £15 per calendar month per apartment to ensure sufficient funds.

## **8. Appointment of Directors**

Each year the AGM has to ratify the membership of the Residents' Committee, who are the Directors of the Saxon Court (Guys Cliffe) Management Company Limited. Membership of the Committee would remain unchanged for 2021-22.

## **9. Any other business**

9.1 Various issues have arisen in the course of the year on which the Deeds have a bearing.

- There has been an -at times heated- dispute involving key safes at the entrances of the blocks. This has now been resolved, but residents are reminded that any alterations to common areas in Saxon Court must be approved by the Management Company via the Residents' Committee. Here is what the Deeds say:

*'Not to make any structural alterations or structural additions to the premises without the previous consent in writing of the Lessor and/or the Management company such consent not to be unreasonably withheld or delayed'*

Currently there are six key safes but only three have been permitted. Pippa (EPM) read out a statement received from Simon & Jill Yarwood as requested:

*We took up residence at Saxon Court some 13 years ago. I served as a trustee for some 9 years, standing down to allow another resident to serve. Unfortunately ill health struck us both rendering us immobile, in consequence we both need carers to assist with our day to day needs. Saxon Court, for residents is a communal type of living in that we share our main entrance and communal areas. This requires much give and take on behalf of us all. This has generally and historically worked well. Unfortunately in recent weeks our Key Safe at the main entrance has been daubed with glue rendering it unusable. This resulted in our carers*

*waiting outside in the cold for nearly 1 hour. This threw the schedule of the carers with regard to other disabled people having to wait. The police were informed and their enquiries are ongoing with regard to the most recently uncovered evidence. The key safe had to be replaced. We hope the culprits responsible for this act of criminal damage have taken time to reflect upon their actions and its consequences. Despite this sad episode we wish all residents and all our friends at EPM a peaceful Christmas Tide and a healthy new year.*

- The 'No Parking' signs on the fences in front of the blocks are often ignored, and this makes access to designated parking bays difficult or impossible. There have also been a few cases of visitors parking in reserved bays. The position is simple: 'No parking' means no parking, and there is no visitor parking in Saxon Court:

*'Not to leave parked on the Private Driveway any vehicle or vehicles at any time and any such vehicle or vehicles must only be parked on the Car Parking Space'*

- It was noted that there was a derelict car parked at Saxon Court and EPM were requested to write to the owner and request its removal.
- Now that the balconies have been refinished, it makes sense to maintain them. The placing of items such as flower pots directly onto the wooden surface promotes discoloration and ultimately rot, and for this reason the policy has been to forbid this. The Deeds say:

*'Save with the consent of the Management Company not to place any flower boxes or flower pots or other like objects on the window sills balconies hallways staircases and landing areas or any other exterior part of the Premises'*

- Laundry

*'No clothes or other articles shall be hung or exposed on any balconies patios hallway staircase or landing areas or outside the Premises nor any mat shaken out of the Premises'*

#### 9.2 Planting in the front garden:

There is a bare area where a shrub has died and not been replaced. It was agreed to request the gardeners to address in spring and a specimen such as a hebe would be chosen to be in keeping with the general planting scheme.

#### 9.3 Vehicle turning:

This continued to be a problem at the entrance and was discussed. It was agreed that there was no obvious solution and that no action would consequently be taken.

#### 9.4 Internal redecoration

This issue would be addressed once external redecoration was complete.

#### 9.5 Electrical meter room light

Everyone was reminded that the light in the electrical room is not on a sensor and needs to be switched off when not required.

There being no further business the meeting was closed and everyone thanked for their attendance.