

## **Saxon Court Annual General Meeting**

**Thursday 17<sup>th</sup> October 2013**

### **1 Apologies**

There were apologies recorded from M. Lucas, R. Hill-Evans, Brian and Grace

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

The Minutes of the last AGM held 11<sup>th</sup> October 2012 were approved with one amendment that the Chairman did not think he had confirmed that the gutters had been cleaned.

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

There were no matters arising from the last AGM

### **4 Directors report**

The Chairman thanked EPM and the Board for their help and assistance over the past year. The Board had met five or six times over the year to consider a good number of issues that arose with regards to the management of Saxon Court.

Security of the building was discussed and the side gates were subsequently locked. It was decided that all problems relating to the video entry-phone system were communal and costs would be met from the service charge fund. If residents had a problem they were to contact a Director.

The dripping from the porches was discussed and it was decided that additional guttering was not necessary. Moss on top of the walls had been noticed and this will be dealt with as soon as possible. The drains had been cleared; all lighting issues had been looked into. The hedge work had been carried out.

Parking problems were ongoing with the Tennis Club but the Board were confident that this was being addressed.

The bins were now being cleaned on a regular basis and the leaves were also being attended to by Martin.

The Chairman underlined that the lifts were expensive items that needed maintaining, one of the batteries had to be replaced in one of the lifts which had increased the maintenance costs over the year.

The garden maintenance was being managed by the Board and they juggle with the contractor's hours. At present they feel that the hours are reasonable for the maintenance provided. If issues are raised then Martin deals with them.

The Chairman advised that he had sent over 400 emails over the year with reference to Saxon Court and that a lot of work goes on behind the scenes.

## **5 Financial results 2012/2013**

The Service Charge accounts for the year ended 31<sup>st</sup> March 2013 were handed out to all residents. The repairs for the year had totalled £1187.12. The Sycamore tree was also dealt with in the year by Offa Tree Surgeons at a cost of £588.00. There were now BT bills received for the lift auto diallers and these will have their own line item in the budget in future. The net result was that £760.00 was put away into the reserve fund.

## **6 Forecast 2013/2014**

Further tree surgery had been carried out in this financial year; there was also a lift issue with the lift that serves 1-6. A new mechanism had to be purchased at a cost of £1200.00. The cleaners bucket is often left to keep the door open. The lift company advise that this is the most common cause of this type of damage. The cleaner had been written to and EPM were making a claim against the building insurance. This will result in an excess of £250.00 and the insurers will contact the cleaner's insurers to claim the cost back.

The income is greater this year to meet the maintenance requirements of the development.

## **7 Reserve Fund Position**

It is budgeted that £2700.00 will be put into the reserve fund this year. This will make a total of circa £5400.00.

## **8 Rear step proposal**

There were six properties that had a 12-15 inch drop down into the rear garden. One of the residents had advised the Board that he was going to build a step to reduce the risk of a fall. The Board had told him that this area was communal and as such he was not allowed to install his own step. The Board then decided that actually this was a potential problem to all six properties and in order to resolve the issue and to ensure continuity the service charge should potentially pay for an agreed design. The issue was debated and James Moorman advised that not putting in steps could fall foul of the Disability Discrimination Act. The rear patio areas were also discussed and that some areas needed jet washing. The Board agreed that they would look at this issue and deal with it if it was needed. The proposal for the steps was put to the vote with 8 votes the motion was carried. The Board advised that they had 2 quotes for the work and the resident involved had also received a quote. The Board were conscious that the new steps would have to reflect the existing and match.

## **9 Any Other Business**

The Chairman apologised to Simon for not putting out the green bin on the correct day. It was agreed that the green bin was collected on a Wednesday.

The gutters would be cleaned after the leaves had all fallen.

A question arose that the bin area should be roofed to keep out debris and water. This potentially would be very expensive and the issue of roof drainage would also need consideration. It was agreed that the Board will discuss the matter and give it due consideration.

The issue of refuse bins was discussed and that the Council were still finalising their results of their survey before they made a decision on whether Saxon Court will be provided with individual bins or larger communal bins. It was anticipated that this would be decided early next year.

An estimate was being sourced to paint the wooden fascias and some of the decked areas whilst the gutters were to be cleaned.

The Board would look at all essential and non essential expenditure and prioritise as necessary.

The main balcony frames were in a good state of repair and would not need any form of decoration for a good number of years.

It was agreed that the Board will purchase a number of bulbs for the garden and Dorothy kindly agreed to supervise the planting with the gardeners.

The lights and bulbs had proved to be a disaster, the Board have asked Paul Hunt to visit and investigate and it may result in a change to the lighting within the stairwells.

The call buttons on the intercoms were not in a logical position and it was agreed that when Paul Hunt attends he looks at this as it should only entail moving wires at the back of the panel.

It was suggested a notice was placed outside the lift to advise people to ensure the lift doors were not blocked or prevented from closing to prevent damage.

There were 2 block paviours in the car park that needed to be reseated.

Simon wanted to know if anyone wanted to help him in putting the green bin out. It was agreed that Michael would share this function.

If residents had trades people attending consideration was needed with the parking to enable other residents to reverse in and out of their spaces.

The Chairman advised that at the end of next year the current Board will have served their agreed 2 year service. If any residents wanted to join they needed to be proposed and seconded prior to the AGM.

The Board were congratulated for their hard work.

There being no further business the meeting was closed.