

**MINUTES SAXON COURT (GUYS CLIFFE) MANAGEMENT AGM**

**Monday 18<sup>th</sup> November 2024**

**Time: 6.00 pm**

**Venue: Leamington Lawn Tennis & Squash Club**

**Guys Cliffe Ave, Royal Leamington Spa, Leamington Spa CV32 6LZ**

**Attendees**

Sharon Cairns - Moonstone Block Management

Michael & Gill Clarke - Flat 6

Hamod Bybordi - Flat 9

Michal & Lynne Lucas – Flat 15

Tony Bray & Tessa Simpson – Flat 10

Hermann Moisl & Elisabeth Robson – Flat 12

Peter Harrison - Flat 1

Pete & Chris Darby – Flat 8

Anna Benbow – Flat 11

Silviya Jestrovic – Flat 3

**1. Apologies and proxies received.**

Kevin Abbey - Flat 2

Brian Hatfield - Flat 7

No proxies received

**2. Minutes of last Annual General Meeting held on 15<sup>th</sup> January 2023.**

These were approved noted the date was incorrect stating 15<sup>th</sup> January 2023 this is to be amended to January 2024. Missing from AOB was the lengthy discussion regarding the gardeners - their expense and lack of proper maintenance and it was decided to replace them. No further comments. These can then be added to the website.

**3. Matters arising from the Minutes of the Annual General Meeting held on 15<sup>th</sup> January 2023.**

Lift lines and lift maintenance will be moving to another company. GSM quote to be queries with Move Elevators as Liz had obtained a quote for this July 2023 Moonstones quote recently provided was higher. This possibly is equipment costs.

4. To approve the Saxon Court company accounts for the year ending 31<sup>st</sup> March 2024.

The accounts were not prepared under Moonstone Block Management queries could not be commented on. The main query is the tree cost £3825.00; Moonstone have contacted EPM for an explanation and to advise if the was paid out by insurance. No response to date.

No further comments.

## 5. Chairman's Report

The 2023 AGM was held very late – in January 2024, as we were hoping that a representative from EPM would attend – that did not happen.

2024 has been quite a busy year at Saxon Court:

- Our faithful cleaner, Rosemary, finally hung up her apron early in the year and Anna Benbow, our former Chairman, sourced another one, who appears to be satisfactory.
- During the summer the main problem at Saxon Court was the swarm of caterpillars which took up residence in our box hedging, causing great distress, and sometimes death, to the said hedging. It was decided by the committee that the quickest remedy to this problem was complete removal of the hedging, by cutting the plants off at the roots, and that a decision as to the front gardens would be taken at a future date
- As it was decided at the last AGM that the management committee should investigate various other management agents, after much debate and knowledgeable queries from our experienced ex-chairman, Saxon Court took the decision to employ Moonstone as our new management agent. They took on the role from 1<sup>st</sup> July.

- The bin store continues to be a running sore. It was again cleared out in August and a reminder sent to all residents as to its proper use.
- Our new agents, Moonstone organised a new insurance for us in September, which offers similar cover to the previous one, but at a much lower cost.
- After the disappointment with our previous gardeners, expressed at last year's AGM, we arranged for a new gardener to undertake the work in Saxon Court. Warwick Garden Services took over from September. They have a schedule of work but do not have a contract. Their work is being monitored.
- The firm Schindler has previously been used for all the work on our lifts. Their service proved to be very expensive and with this in mind Moonstone have accessed another firm - Move Elevators - which offers a similar service at a much-reduced price. We have decided to give this firm the contract.
- Regarding the phone lines in the lifts, by coincidence I contacted the same firm, Move Elevators, in July 2023 to get a quote for their lift phones and they gave me a price. We did not go ahead at that time, but the situation is in hand.
- In October our Chairman, Anna Benbow, stepped down from the position. We were sad and disappointed by this. Anna was a very capable woman, with a wealth of experience in the property sector, she will be missed.
- At the most recent meeting of the committee, on 8<sup>th</sup> October, discussion took place about the bin store, the block paving and the front gardens. Moonstone has been asked to obtain quotes for tidying and levelling the block paving and landscaping the front gardens. The future of the bin store is still under discussion.

**6. Appointment of Directors**

Alan to be removed from Companies House.

Peter Harrison was appointed at the last AGM to be updated on Companies House.

Tony Bray nominated no objections.

Elizabeth Robson nominated to become Chairperson no objections.

Moonstone will advise information required and add to Companies House accordingly.

Directors and Officers insurance is in place.

**7. Any Other Business in relation to the Company, that specifically relates to An Annual General**

**Meeting.** None.

**8. Any Other Business – General**

Intercom provides access to the blocks by trade button until 12.30pm.

Key to be copied and placed in key safe for Moonstone and Contractor access.

Query raised regarding keys to main doors and flat front doors as they open both. Do they open all flat doors. This is not the case they are suited keys.

Gutters require cleaning, this should be twice yearly.

Gardening the new gardeners are to be replaced. New gardener to be appointed Moonstones initial recommendation when the contract was tendered. Specifics to be investigated include replacement of box hedges. Clearing of leaves. Leylandii behind the building cost to cut back.

Sycamore tree which is becoming too big needs to be surveyed.

Neighbouring development has reported a tree overhanging their property.

Security lights reported not be working correctly possibly a timer issue.

Lease review to take place specifically regarding communal services.

Fence painting to the side this was not completed all the way to the back.

Bin area refurbishment these should be completed by a contractor not residents. Costs to be obtained.

Bins to be cleaned by an external company. Costs to be obtained.

Roof survey to take place – Drone survey an option.

Balconies in need of repair and replacement – composite was mentioned due to its fire rating, some wooden batons are rotten. Costs to be obtained.

All to be mindful of allowing visitors or workmen parking in other spaces.

Workmen working on flats should be cleaning up any mess made in communal areas and not using drains to tip paint away as an example.

Moonstone to meet with Directors to discuss quotes obtained for larger works and agree the priority with a view for a long-term maintenance program to be in place to work in hand with keeping service charges at a reasonable level.

Meeting Closed 18.46pm