

Saxon Court Annual General Meeting Saturday 30th November 2019

1 Apologies & Welcome

There were apologies from Simon Yarwood, Mary Bick and Dorothy Brown. Dragan, the Chairman, welcomed everybody to the AGM and thanked them for coming.

The Tennis Club was the only possible venue available for this year, but it was noted that some people had not been able to attend for accessibility reasons. It was agreed to look for a more suitable venue for the 2020 AGM.

2 Minutes from last AGM

The Minutes of the last AGM held on 6th November 2018 were approved but noted as having the incorrect year in the title stating 2017 not 2018. The record copy would be amended.

3 Matters arising from last AGM

After further consideration it was agreed not to proceed with the installation of the drainage channel at the entrance as this was a high cost to have the water diverted into a drain.

The cappings to the wall had been cleaned following the last meeting. During this process it was asked if costs could be obtained for the installation of an external tap. The costs for Severn Trent to survey would be £138.00 and the installation ranging anywhere between £1,000.00 to £4,000.00. It was agreed this was cost prohibitive to do. The meeting also stated that it could lead to issues with frozen pipes in the winter months and people leaving the tap on. When external cleaning is required contractors should be advised to provide their own water supply as they do now.

The installation of "Private Entrance and No Turning" signage at the entrance has dramatically reduced the problems. Consideration was given to the installation of a speed bump at the entrance as an additional measure, but this split the committee with 2 for and 2 against. There were concerns over puddles in heavy rain and there was only one other development in the area who had similar and it did not look attractive. The decision was taken to put the question to the AGM to reach a decision, the meeting voted, and the majority were against the installation.

Bins continued to be a problem with recycling being placed in plastic bags, loose waste being left which is not collected, general waste being placed in the food waste bin and boxes not being flattened down. The issue is believed to be made greater by the bin men putting the bins back in a different order or swapping the lids and it was agreed to more clearly identify the bins to ease use for residents. A question was raised over the bin cleaning and this was confirmed as being done every two months.

4 Director's report

The current committee were working well together, and the following principle has been adopted for decision making. If it is an item of routine maintenance the committee will make the decision immediately. If it is a larger item or a change to the

existing, then the committee will bring it to the AGM for discussion and a consensus of opinion.

Lighting continued to be an item on the agenda for the committee and have met with Kevin of eleKtRical to discuss changing the internal lighting to LED's. The cost of this would be circa £2,000.00. There was one fitting which had had an LED bulb installed but not the internal workings upgraded, and this was working much better. It was proposed that as bulbs fail, they are instead replaced with an LED. Comments were made that the internal lighting was not currently operating as it should, sensors were out of alignment or not working resulting in people having to travel through the building in darkness which was not satisfactory. It was also suggested it would be better to replace all with LED at one time rather than wait for a failure. It was agreed EPM would contact Kevin to discuss the internal lighting as a whole to have this operating correctly.

There has been an issue with one of the external bollard lights which appears to have affected other lights on the circuit. This issue has now been resolved however the bollard lights appear more decorative than offering effective lighting. One option looked into was having solar powered lights at a cost of circa £25.00 each. Concerns over this were raised as the plastic tends to mist and the sensors require regular cleaning. They often need complete replacement after two years. It was noted that the external lighting was on photocells so operated during the hours of darkness, this was done to prevent multiple timeclock changes in the changing seasons. It was suggested that a light which is sensitive to movement such as a flood light/security light would be beneficial to the car parking area as it would increase security. There was also insufficient lighting at the rear by the two bungalows with just two lights in the pathway. It was agreed to obtain proposals from Kevin alongside the internal lighting works for all exterior lighting.

A review of all balcony boards would be taking place following rot being found in the corner on one balcony and this board needing replacement. Once assessed and any rotten boards replaced the painting of the balconies will be looked at.

Both of the electrical rooms are now clear and accessible, this has been done for safety reasons and they should be kept clear at all times. A request has been put to the committee to partition the cupboards to create a storage area but this was deemed impractical as it could still cause a blockage and the principle has always been that these cupboards are kept clear.

Westside Forestry have provided a quotation to cut back the hedge at the rear on the left, both reducing height and width back to the level of the previous cut, prune the Sycamore tree on the right hand side, again back to the previous pruning level to put this back in to a nice shape and finally to sever the ivy to the Eucalyptus in the far left corner. Total cost was £1,450.00 plus vat, Offa Tree Surgeons had also provided a quotation of £1,888.00 plus vat but wanted to fell the Eucalyptus. It was agreed to proceed with Westside Forestry.

There has been a recent break-in to a car in the carpark resulting in valuables being taken. There has been a rise in theft and vehicle crime in the area recently. The property is open with no security gates at the entrance, which would be a vast cost to install and maintain. It is proposed to look into getting a self-actuating spotlight with a camera to record when movement is detected. The cost is anticipated to be around

£1,500.00. Whilst this won't prevent all thefts it will act as a deterrent for opportunists. A survey would be arranged to ensure all areas are covered. If this was proceeded with the external security light would not be needed in addition. The rear of the property was also raised as a weak area for people gaining access. The gates were often left open and needed strengthening. The suggestion was raised about removing the one gate and just having the one by the bike area on a self-closer and sturdier construction. The other gate could then be infilled with a breeze block wall rendered. It was agreed to assess options and noted that access to meters in this area would need to be maintained. Floodlights at the rear were also discussed but decided against as wildlife would set these off frequently.

5 Financial Report 31st March 2019

The Service Charge Accounts had been circulated to all in readiness for the AGM. It was noted there was an error on page 2 of the accounts which stated the reserves as tree reserves, and this was not the case they were general reserves. There had been savings against previous years under fire equipment and most other items coming in under or close to the budgeted figure. The total expenditure for the year was £23,336.00 against the £24,216.00 collected generating a surplus of £880.00 to be added to reserves. The end result was that the reserve fund closed with a balance of £12,562.00.

6 Reserve fund position (anticipated)

The current budget was running well and at the 31st March 2020 the reserve fund should stand at around £18,000.00. It was noted that this was important to keep the building looking good.

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. Herman Robson wished to join the Board in place of Liz Robson. It was advised both could be on the Board but would only have 1 vote between them. This was agreed to and the meeting were all in favour.

9 AOB

Cleaning of the carpets in both blocks was raised and would cost approximately £180.00 per block to clean. It was explained that the discolouration to the carpets was not dirt but caused by sunlight from the dome which had turned it black and cleaning would not make a difference. It was agreed not to proceed with cleaning.

There are two bikes which are believed never to be used kept in the bike store. It was agreed to write to all occupiers to establish the owners of the bikes. If not claimed they will be removed and stored for a month before disposal. There was also a step ladder being kept in the communal areas which was not allowed, and a letter would be sent requesting their removal.

It was requested that the drains were cleaned out they were particularly bad outside 2 and 7. It was also requested that the patio slabs were cleaned which is usually done annually.

The matter of the slabs laid to the rear by No.7 has been raised again. This work was discussed and agreed to at an AGM and the works arranged by EPM and authorised by the committee to carry out. The works were £370.00 for ground works and the laying of the slabs. This was carried out two and half years ago.

It was asked if the moss in the car park could be addressed.

It was requested that a brief note was circulated after each committee meeting to keep owners apprised of any developments. It was explained that an email is sent following each meeting. Not everyone is on email and a hard copy needs to be sent to those who do not have an email address. A website for Saxon Court was suggested to hold copies of minutes etc and Herman agreed to look into this.

There being no further business the meeting was closed.