

Applewood Court Residents (Swindon) Limited

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Registered in England No. 01664985

Minutes of the Annual General Meeting of Applewood Court Residents (Swindon) Limited held at College Court, Regent Circus, Swindon, SN1 1PZ at 7.00pm on 21 January 2014..

Present:

Mark Scott		3
David Starrett		6
Susan Seddon		7, 8
Diana Morris		9, 15, 16, 17, 19, 26, 35, 36
John Morris	- director	9, 15, 16, 17, 19, 36

Apologies:

Iain Kennedy-Compton	- proxy to chairman	1
Andrew Hetherington	- proxy to chairman	11
Ken Hooper	- proxy to chairman	14
John Grimwood	- proxy to chairman	23
Debra Morse	- proxy to chairman	31
Roger & Mary Carling	- proxy to chairman	33

In attendance:

Gary Sumner	- Nationwide Property Lettings	
Keith Pinder	- prospective leasee	18

Introduction

John Morris opened the meeting and confirmed that a quorum (of at least two members) were present in person. John thanked Gary Sumner on behalf of the members for kindly providing the venue at Nationwide Property Lettings and owners present for attending and other owners for taking the trouble to return proxies and send apologies. The combined total of owners present or represented by proxy totalled 18 out of the 36 properties.

1. Receipt of Accounts

The statutory accounts for the period to 31 March 2013 had previously been made available to members via the company website. Copies were also available at the meeting.

The members present and represented by proxy unanimously agreed to receive the Financial Statements and Directors' Reports thereon for the period to 31 March 2013.

2. Re-election of Director

J Morris retires as a director by rotation in accordance with Article 89 Table A 1981 and the directors propose that he be re-elected.

The members present and represented by proxy unanimously agreed to re-elect J Morris as a director.

Following the formal agenda

Debtors

The meeting reviewed the current position in respect of outstanding Service Charges:

No 18 £239.40 is outstanding. Keith Pinder advised that this will be paid as soon as his solicitor registers the lease assignment with the company.

All other owners have either paid their Service Charge in full or are paying agreed instalments.

Roof

During 2013 a contractor was employed to replace damaged roofing felt at the edge of the roofs as this had resulted in leaks into several of the first floor flats.

CCTV

CCTV was installed by the communal bin store in June 2012. On several occasions residents have been asked to arrange for disposal of items after being recorded on CCTV. Furthermore individuals not connected with Applewood Court have been pursued after being recorded driving in and dumping items. This has led to a reduction in the cost of clearing dumped items and an improvement to the site as a whole.

The meeting agreed that additional cameras capable of reading number plates be installed to cover the entrance of the site to provide additional security.

Railings

In 2012/13 the railings facing onto Mannington Lane were completed, these have made the site more secure. Now that the trees at the rear of the site have been cleared there is a small section to complete near Mannington House. Work is due to commence shortly on this final section of railings near Mannington House.

Fence at rear of site

Part of the boundary fence between Applewood Court and Mannington House by numbers 31 to 36 was replaced in August 2013. This work was undertaken in liaison with the Management Company at Mannington House. As both companies paid half each the cost was only £525. The gardener has been requested to plant bushes in front of the fence.

Mannington House

The company has been informed that plans have been drawn up for a large extension to the rear of Mannington House. This should not affect residents at Applewood Court and the new fence should provide additional privacy

Trees

The next routine tree inspection by an arborologist is due in 2014. The company will arrange to carry out any recommendations from the survey

Grounds

The area by the car park at the top of the site has recently been grassed, overgrown bushes removed by the new rear fence and replacement shrubs planted alongside the footpath to numbers 5-8. Shrubs planted in front of the communal bins area, in order to screen it and discourage dumping of large items. The hedge to the left on entering the car park has also been reduced in height at the request of neighbouring properties.

Bin Store doors

The bin store doors were re-stained in 2013 and a weather strip attached to the bottom of the 18 doors that are more exposed and not under porches.

Footpaths

Several of the paving slabs around the site are uneven. These were last levelled in 2008. A contractor will be engaged to level these later this year. Last winter the footpaths were treated to make them less slippery when wet. This did not appear to be a problem this year and members decided that further treatment was not necessary at present.

TV system

The current TV and satellite system was installed in 2008. An amplifier had been replaced in August 2013 in block 17-24. However, the amplifiers are in individual lofts and powered by the residents power supply. This position is not satisfactory. Quotes have been obtained to move the amplifiers to the brick cupboards on each block and also provide for additional feeds to allow residents to use Sky plus but the quotes were very expensive. Further quotes will be obtained. Mark Scott raised the question of dual satellite feeds for Sky plus. It was agreed that when the amplifiers are moved that they be upgraded and additional cables run to provide for Sky plus.. The first floor flats could be fitted with an additional cable from the lofts but this would not be possible for the ground floor flats where a stacker/de-stacker system might be required. This consists of a box (a stacker) at the end of each aerial cable that combines two feeds down one cable and de-stacker box at the TV end to separate the two signals back out..

Communal WiFi

The members agreed at the AGM in March 2008 to install communal WiFi using the network cabling in the meter cupboards. However, none of the broadband companies would install broadband unless it was to a residential address. This position has now changed as a result of 4G and this is will soon be available for about £25 per month plus the cost of Wireless Access Routers. The meeting agreed that this should be installed when available.

Interest

The company bank with Bank of Scotland who reduced the interest rate on the deposit account to 0.1%. The company has therefore opened an additional deposit account paying 1.24% with Aldermore Bank Plc.

Freehold

The leaseholders established a Freehold Fund in 2004 in order to fund the collective purchase of the freehold via the company. This fund currently stands at £29,600. The Freeholder has twice declined an offer by the company to sell it the Freehold.

It was agreed that a further £400 be transferred to the freehold fund in the next financial year to bring the fund to £30,000. The meeting agreed that the company pursue its right to freehold enfranchisement and obtain quotes from a solicitor to pursue the purchase. In addition to the purchase cost anticipated to be £18,000 there will be additional costs to cover the professional fees of both parties. It is anticipated that the total cost should be no more that £30,000 with any surplus being retained by the company to reduce future Service Charges.

Management

John and Diana Morris were appointed as Managing Agents from 1 April 2013 on a salaried basis following consultation with all owners. The salary cost for the year to 31 March 2014 will be £3,020 in accordance with the proposal detailed in the letter to leaseholders on 28 April 2013 The meeting agreed that the arrangement with John & Diana Morris should continue and the salary be increased to £3,100 for the year to 31 March 2015 and (subject to agreement at next year's AGM) to £3,200 for the year to 31 March 2016. This fee is lower than comparative block management company fees and reflects the fact that John & Diana Morris who professionally manage several sites locally, own property at Applewood Court.

John Morris thanked those present on behalf of his wife and himself for the support received from owners during the year.

Service Charges

The Accounts for the year to date were reviewed. Given the reduction in the Freehold Fund for next year it was proposed that the Service Charge be reduced by £25 in 2015 from £685 to £660 (including Ground Rent of £25) and 2015 to £685 both less £60 if paid in full by 24 June. It was noted that once the Freehold has been purchased the Service Charge can be reduced by £25 for the Ground Rent

Proposed change to Memorandum & Articles of Association

The meeting agreed that the directors should put a resolution at the next AGM to amend the Articles of Association to remove Article 9 a) and b). The result of which would be to remove the right of the Freeholder to vote at an AGM and to provide that every member has one vote for each share of which he/she is a holder in accordance with Table A Article 62.

Any other business

Vote of thanks

Andrew Hetherington emailed to request that a vote of thanks be made to John and Diana Morris for the work that they have done in connection with Applewood Court. The owners present all agreed and asked that the vote be recorded in the minutes.

Lighting

Diana Morris raised the subject of lighting in certain areas of the site following visits she had made at night-time. Dave Starrett said that the lighting was much better since the lamp posts had been put in but he would check around the site at night and provide feed-back. If Dave identified an area that could benefit from further illumination the meeting agreed that a solar powered spot light would be installed to assess its effectiveness and a decision then taken as to whether further lights be installed at dark locations where lights would not shine into the windows of any properties.

Cavity Wall insulation

Following an application for a grant for cavity wall insulation it was noted that the properties were originally built with cavity wall insulation installed with a certificate provided at the time to each leaseholder.

Water Meters

Keith Pinder raised the question of water meters as the tenant from number 17 had asked Thames Water to fit a meter. Until now Thames Water has declined to fit meters at Applewood Court as two properties share a stop tap. However, Susan Seddon confirmed that Thames Water have fitted an internal meter to one of her properties at Applewood Court and wished to return and fit a meter to her other property on next change of tenant.

Signs

Dave Starrett asked if the black areas on the flat direction signs could be repainted. It was agreed that this should undertaken.

Plastic recycling

It was agreed to write to Swindon Commercial Services to request that the plastics recycling from the communal bin area be collected as it was regularly missed.

There being no further business the meeting closed at 7.55pm