

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 Stanton House Hotel, The Avenue, Stanton Fitzwarren, Swindon, SN6 7SD at 7.00pm on 5th July 2018

Present:

Terry Cain
Roger Carlin - director
John Morris - director
Diana Morris
Keith Pinder
Mark Scott

Apologies:

Janet Barlow - proxy to chairman
Ken Hooper - proxy to chairman
Sayauten Panja - proxy to chairman

Introduction

John Morris chaired the meeting and opened by confirming that a quorum (of at least two members) were present in person. John thanked the 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 proxies totalled 17 out of the 36 properties.

1. Receipt of Accounts

The statutory accounts for the periods to 31 March 2018 had previously been made available to members via the company website. Copies were also distributed at the meeting. The members present and represented by proxy unanimously agreed resolutions to receive the Financial Statements and Directors' Reports thereon for the periods to 31 March 2018. Bank statements and purchase invoices were made available for inspection.

2. Directors

John Morris retires as a director by rotation in accordance with Article 89 Table A 1985 and has offered himself for re-election. The members present voted unanimously to re-elect him.

Following the formal agenda

3. Debtors

Flat 4	£535.00
Flat 5	£535.00
Flat 7	£1,070.00
Flat 8	£1,070.00
Flat 20	£535.00
Flat 21	£535.00

It was noted that the charge of £535.00 only fell due on 24th June 2018. Two flats also owe service charges for the previous year.

4. Maintenance

a) CCTV

The CCTV has proved useful in the past and more than paid for its cost by being able to prosecute flytippers and recover fly tipping clearance charge. This week the new tenant of no. 23 Mannington Lane is believed to have dumped rubbish in the first parking space on the left hand side as you enter the site. They may have also cut some of the hedging. A letter will be sent to the occupier with notice that if the items are not removed they will be reported for flytipping. There is CCTV evidence of the tipping incident that can be sent to Environmental Health. The meeting discussed increasing the number of cameras with one to be positioned at the front of the site with the capability of reading number plates to assist with any further issues. It was also suggested that a sleeping policeman be installed at the front of the site to slow down vehicles entering the site making number plate recognition easier and also to run the cables for the cameras inside through ducting. The CCTV cameras have resulted in the number of incidences of flytipping reducing and no further car vandalism has taken place, it was therefore agreed to obtain quotes and proceed with this installation.

b) Trees

An arborologist has conducted an inspection of the site and as a result several of the large trees have undergone pruning and maintenance. It was agreed that as the area to the rear of the bin store has a particularly large tree that this is removed along with the now untidy bushes and this is grassed and a hedge planted.

c) **Grounds** – It was agreed to continue the programme of replacing shrubs as appropriate.

d) Communal Wi-Fi

The Wi-Fi system has been installed and now been updated with password only access. A member commented that the 4G broadband is providing an efficient service to their block.

e) Parking

One of the leaseholders had reported parking issues relating to non-residents of Applewood Court using the car park.

Numbering of spaces was discussed together with painting “private parking” at the entrance to the site. It was decided to erect a “Private Parking” sign at the site entrance to deter casual parking.

f) During the year we had a couple of communal TV system issues which have now been resolved. As a result of a request from a tenant regarding updating the communal TV system, a quote was obtained. To improve signal quality a new multi-switch would be required as well as new double shielded dual feed cabling to each flat as well as new double wall plates inside each flat, which would cost approximately £3,500-£4,000. Following a discussion between the members present at the meeting it was decided to defer a decision until the next AGM in 2019 as it is understood that Sky may be delivering their service via internet in future.

5. Management

It was agreed at the last AGM that the management fee would be £3,860.00 for year to 31 March 2020. It was proposed that the following year be increased by £170.00 to £4,030.00. The members unanimously agreed to this increase.

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

6. Service Charges

The accounts for the year to date, and forecasts for the next three years, were reviewed. At the last AGM it was agreed to reduce the service charge by £162.00 to £535.00 including the £25.00 ground rent for each of the three years to 31 March 2018, 31 March 2019 and 31 March 2020 and continue to offer a reduction of £60 if paid in full by 24 June. Following a discussion members agreed that this reduction to £535.00 would be extended to cover the year to 31 March 2021.

7. Freehold Purchase

As discussed at the previous AGM in 2003 members agreed to designate £1,000 per year rising to £2,000 in 2007 of the total service charges to a freehold purchase reserve and in addition all additional money received by members who chose to forego the discount and pay by instalments was transferred to this fund. As at 31 March 2018 the fund stood at £40,547.20.

John advised the meeting that the government has stated that it will shortly overhaul the process of buying freeholds making it easier and less expensive. Following a brief discussion the members present decided to defer pursuing the freehold purchase until the exact government proposal is known and implemented. It was agreed that the £40,000 designated to the freehold purchase, reserve would be placed on a 12 month term deposit in order to achieve a higher rate of interest.

8. Any other business

- a) It was confirmed that the company cheque account is with Bank of Scotland which is charge free. Most of the service charge funds are held in a deposit account with Aldermore Bank receiving 0.85% interest.
- b) At the previous AGM a member requested that the gutters were cleaned out as they were leaking over several flats. This was carried out last year and will be done again later this year. It was also agreed to obtain quotes for a window cleaner to carry out 3 cleans per year for all the site.

There being no further business the meeting closed at 7.42pm