

# 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 24<sup>th</sup> May 2017.

### Present:

Terry Cain  
Roger Carling - director  
Peter Hodrien  
John Morris - director  
Diana Morris  
Keith Pinder

### Apologies:

Mark Scott  
Andrew Hooper - proxy to chairman  
John Grimwood - 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 15 out of the 36 properties.

### 1. Receipt of Accounts

The statutory accounts for the periods to 31 March 2015, 31 March 2016 and 31 March 2017 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 2015, 31 March 2016 and 31 March 2017.

### 2. Directors

Stuart Morgan retires as a director by rotation in accordance with Article 89 Table A 1985 and has not offered himself for re-election. The members present thanked him for his service since 11<sup>th</sup> March 2003.

*Following the formal agenda*

### 3. Debtors

There was only one debtor as at 31 March 2017, number 6 who owed £25.00. This was due to the owner paying the ground rent demand from Freehold Managers and deducting this amount from her service charge payment. It is proposed to short pay the communal ground rent to Freehold Managers by £25.00 as this was already paid last year in advance by the owner.

#### **4. Maintenance**

##### **a) CCTV**

The CCTV has been upgraded since the last AGM and as a result a fly tipper was prosecuted by the council and obliged to pay for the removal of the dumped rubbish (double bed mattress, wooden shed and various items of furniture). The CAT5 cabling was installed when the TV system was modified and it was proposed that additional CCTV cameras are installed so improve the security of the site. The meeting agreed to the proposal and will seek the advice of the CCTV engineer on the best locations.

##### **b) Trees**

An Arborologist has been instructed to carry out a tree survey of the site. In particular, he will inspect the lime trees along the boundary of the site, the lime tree by the bin store and the Cherry tree that overhangs the car park area, which may need to have the lower branches removed.

##### **c) Grounds – no issues**

##### **d) Communal Wi-Fi**

Access details including the new password were distributed. These details have already been provided to residents in the last few weeks.

##### **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 installing sleeping policemen or painting “private parking” at the entrance to the site. It was decided by members not to take any action at the present time as there is adequate parking on the site.

#### **5. Management**

It was proposed that the management fee be increased by £140 to £3,710.00 for the year to 31 March 2019 and an increase of £150.00 to £3,860.00 for year to 31 March 2020. The meeting agreed to the increases. This fee is lower than comparative block management company fees at £103.05 per flat for 2018/19 and £107.22 for 2019/20 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.

#### **6. Service Charges**

The Accounts for the year to date, and forecasts for the next three years, were reviewed. 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.

## **7. Freehold Purchase**

Members agreed in 2003 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 2017 the fund stood at £37,767.20.

It was agreed that the process for the company to buy the freehold should commence. A member suggested a notice should be distributed to current leaseholders requesting their agreement to pursue purchasing the freehold due to the considerable amount of time that had elapsed since the leaseholders originally agreed to the proposal..

The benefits of purchasing the freehold would include not having to pay ground rent or receiving demands from the freeholder for fees relating to lettings or insurance.

## **8. Any other business**

- a) It was confirmed that the company bank with Bank of Scotland. The current account is charge-free, with most of the service charge funds held by Aldermore Bank receiving 0.85% gross interest.
- b) A member requested that the gutters are cleaned out as they are leaking over several flats.

There being no further business the meeting closed at 8.10 pm