

# AGM WMMC 25TH MAY 2019

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## Minutes

- Present were

Don and Julia Wilkes ( kind hosts ), 3

Lynne Davies 1

Philip Marston 5

Audrey Watkins 6

Simon and Trish Reid 7

Martin Knox 9

Apologies Pete Davies 1, Jordan Law 2 , Karen Hayward 8.

We went through the minutes of our December meeting.

Martin updated us in regard to our recent upgrade of electrical and fire safety equipment , especially in the meter room.

We are grateful to Philip initially for doing the weekly fire alarm test but that is now being done by an outside company. There is a record book of this in the meter room.

Martin and I again urged owners to be familiar with use of our website and Martin agreed to help Audrey with this. Simon asked if we could all please use the website to report any problems when they arise or come up with suggestions rather than wait for the AGM.

Simon updated everyone with regard to appt 4 which has been empty for several months. He reported he had written a letter to the Mortgage company asking for the arrears and this years charges to be paid ( a sum of £2752.60 ).Our next step is to look at ways to gain access to this appt as this is needed for insurance purposes.

Simon handed out the outstanding Share Certificates..thanks to Martin for sorting this.

Simon informed us that he had just taken delivery of the missing HSBC bank statements for 2018 but it was too late to produce the annual accounts. He has however forwarded them to the accountant now. He has noted that there were 3 cheques written that year for a total of £528.92 which didn't have invoices.

Martin had estimated our forecasted annual expenditure for 2019 to be in the region of £12000 but Simon indicated our income was only £11,600 from charges, so he proposed a 5% increase in service charges from 1st July as there hadn't been an increase since approx 2013. This was approved unanimously and Simon agreed to calculate the individual increases and write to all the owners in turn and ask them to amend their standing orders accordingly.

Martin explained that we needed an accurate and up-to-date valuation of the building to make sure we were adequately insured. Although the valuation is expensive ( in the region of £1000 ) the valuation could be index-linked for as much as 10 years.

Simon has already arranged the valuation to take place at 10 am on Tuesday July 2nd and that as many owners as possible would allow access to their apartments.

We briefly discussed the issue of appt 9 and Air BnB. Martin has provided written evidence that the property was fully insured and as there had been no complaints we agreed to allow this to continue.

We discussed the issue of the gardens and who is responsible for their upkeep but think that this may be incorporated into individual maintenance charges.

We again discussed the issue of parcel delivery and that there are currently no facilities for this . Simon and Philip agreed to investigate this further and Simon had sent by e mail a suggestion for all the owners to consider . It was felt the bin storage area to be the best location .

The issue of Broadband was discussed and Simon informed the meeting he had already forwarded a letter from a local Community Partnership . This would hopefully allow access to Hi-Speed Broadband with no extra cost to ourselves.

The issue of the East side large Yew trees was discussed as they had not been lopped for 4 years and are now getting very large. Simon had already discussed the problem with a local arborist and tree preservation officer from the Council who has allowed us to take approx 12-15 foot off the top. We have been quoted just over £1000 for the job , and Philip has kindly agreed to be present when the work is carried out as access to his flat can help us so we can all agree the best way forward . Simon will liaise with everyone and organise this for the work to be carried out , hopefully on June 25th .We will try and get the goat-willow by the front door done at the same time.

We then discussed other outstanding work that needed to be done.

Martin has kindly agreed to organise repairs to the car-park gate and the fence post by the bins.

Don has kindly agreed to get a new lock fitted to the garden gate.

We discussed the meter room. Simon reported the smell is now much better as he had had the sewer drains unblocked outside but that we need to clear out the room, put up a shelf for the cleaning materials and repair the toilet .The front door is also in need of some TLC so it was proposed we would have a “work -followed - by-BBQ day “ on Sat Sept 21st.

AOB.. Martin was having difficulty getting into the Town centre to go to Barclays Bank to become a second signatory so Julia kindly volunteered to do this and will liase with Simon.

Finally Martin reminded us it was our individual responsibility to ensure current electrical safety certificates for our apartments are in place.

Simon closed the meeting at 1140 am and thanked Don and Julia for their hospitality and Martin for his hard work.