

Windsor Court (Swindon) Management Company Ltd

Directors Meeting Minutes

Tuesday 22 November, 7.00pm

Present:

Paul West
Rachel Organ
Jason Hunter
Stuart Kennington
Holly Davey (IYP)
Richard Essling (IYP)

Apologies:

James Mitchell

1. Service charge accounts to 30/06/2016

The accounts have been produced on data provided by Countrywide and using the same accountants as they used last year. After some discussion on the service charge accounts for the last period the main points to take forwards are:

- Jason queried the management fee over all schedules, this was down by 50% on the previous year, Richard to look into this
- Jason also asked if the admin fee charge could be broken down, this has not appeared in previous year end accounts
- The general feeling was that the use of different headings in the service charge accounts to those used to set the budget causes confusion and makes it difficult to compare figures
- The main area of concern is the £80k accrual in the accounts to cover void payments apparently due from Bovis. Countrywide have now been able to produce data to explain how this figure has been reached (apart from for 2011), however Bovis have denied that there was ever any agreement on their part to pay for voids. This could therefore be an error on the part of Countrywide who perhaps should never have accounted for or accrued for the voids in the accounts, but in order to establish exactly what went on and what the agreement was it was agreed that Richard would contact both Countrywide and Bovis to ask that they clarify the arrangements in

Windsor Court (Swindon) Management Company Ltd

place and to confirm that Windsor Court would look at taking legal action in this regard.

2. AGM

The date for the next AGM was agreed as Tuesday 24th January, for 7.30 – 8.30 with the ability for this to run on if required. Paul suggested we used the offices for Justin Tomlinson at the Orbital shopping Park, and will contact Justin's office manager to see if they are available. The AGM notice will try and be as inviting as possible to try and encourage residents to come along, we will also use the notice to highlight the Windsor Court website and Facebook page. Once use of Justin's office has been confirmed invites can go out.

3. Electric Meters

Paul asked if all Meters were under contract – this has been checked and are all in contract until 30 April 2017.

4. Pest Control

After we established that the company that Countrywide put in place had invoiced the incorrect Windsor Court, and that they were actually looking after a development in Newbury rather than Swindon, after some discussion it seems rats on the estate are an ongoing problem and therefore we do need to arrange some sort of pest control. Quotes will be obtained with the hope to get this in place very soon.

5. Bin Store lighting

Paul has trialled a battery powered LED light in the bin store to his block, and it seems to work well. This will be extended to other suitable bin stores in the coming weeks.

6. Bin Store Water meters

Paul queried why the water bill for the bin store on 31-36 Dovedale seemed to be higher than the others – having checked the bills this is the only one that shows usage, all the others are standing charge only. The meter was read on 15 June 2016, Holly has requested Thames water take another reading so we can see if this usage is ongoing or if it has stopped. If its ongoing, either someone is using the tap or there could be a leak.

7. Wording of Constitution

Jason re-circulated the draft constitution, the only further amendments are to 4 (C) which will be removed and replaced with wording to be supplied by Richard that will suggest a

Windsor Court (Swindon) Management Company Ltd

resolution is passed so that voting is restricted to members who are not in arrears. 6(C) needs to be removed, and 6(G) the wording to be altered to read 'ad hoc payments that are outside of Section 20 consultation and over £5000...'

The meeting closed at 8pm