



## Station Walk Station Road Swindon Management Company Limited

Minutes of Members' Meeting held electronically via Zoom on 22<sup>nd</sup> August 2023 at 4:00pm.

### **In attendance:**

K Holmes  
K Winter - Director  
R Raposo on behalf of Kimono Lettings  
L Durazzo  
C Kent  
J Garrett - Director  
Y Khan  
J Morris – Company Secretary/ Managing Agent  
T Dellow – Managing Agent

### **1) Welcome and Apologies**

T Dellow welcomed those present, apologies were received prior to the meeting from N Denley.

### **2) Handover from Previous Agent**

The company appointed Block Management Ltd from 1<sup>st</sup> November 2022 as managing agents. K Winter and J Garrett explained that the previous agent, Babbington Property Management (BPM), had been appointed on recommendation from other sites. Following BPM's poor service and lack of communication, it became apparent that a new agent should be appointed.

Due to the BPM's failure to pass over details relating to the site, the directors lodged a complaint with the Property Redress Scheme (PRS) who determined that BMP should handover remaining documents and provide payment for works carried out without authorisation from the directors.

J Morris and T Dellow advised the meeting that despite the setback caused by a frustrated handover, the site is currently in a healthy position and is now effectively managed following the efforts of both the company directors and Block Management Ltd.

### **3) Formal Resolutions**

#### **a) Re-election of K Winter who Retires by Rotation**

A formal resolution was heard for the re-election of K Winter. Those present voted 4 for and 4 against, a proxy was received prior to the meeting with a vote in favour of the re-election. The resolution was passed by majority.

### **4) Additional Directors**

Y Khan and C Kent presented interest in becoming company directors to assist the current board and provide further oversight to the company.

T Dellow advised that although a formal members' resolution would not be valid at this meeting, the current board is able to appoint a willing member as a director at any time during the year who will then re-stand at the next members' meeting.

Those present expressed their agreement to elect both Y Khan and C Kent as directors who the board agreed to appoint. Block Management Ltd will arrange for the appointment of both members to be registered at Companies House subject to receipt of written consent.

The directors, Y Khan and C Kent agreed to hold a directors' meeting once the appointments have been registered to discuss site maintenance and schedules for cyclical works.

#### **5) Freehold Fund**

J Morris informed the meeting that a condition within the lease provided the opportunity for the company to purchase the freehold at 10 times the current annual ground rent. This is significantly cheaper than a traditional purchase and is a valuable provision for members.

Unfortunately, the ground rent is due to increase on 1<sup>st</sup> October 2023 whereby the purchase price will also increase. It would not be feasible to raise sufficient interest and funds from 50% (minimum requirement) of the members before this date to proceed with the purchase before the price increase.

A separate provision within the lease entitles the company to save 15% of the annual service charge income toward a freehold purchase fund. Those present agreed to enact this right so that a reasonable fund could be built before the next ground rent review in 2033.

#### **6) Maintenance**

##### **a) Fire Risk Assessment/ Fire Door Inspection**

T Dellow advised that a fire risk assessment had been undertaken on the site which recommended the removal of the communal fire alarm system in line with current government advice. To comply with this advice and recommendation, the system has been deactivated such that it may be cost effectively reactivated should legislation change in future.

A fire door inspection including internal communal doors and apartment doors was undertaken which will be required annually and as part of future Fire Risk Assessments.

##### **b) Gate**

The vehicle gate has required large expenditure during the previous agent's tenure. Upon commencement of the site, the new agent determined that the gate required further remedial work. A new gate servicing company has been appointed, a secure access system is being installed which will be extended to the communal doors and updated signage next to the gate and on the entrance arch installed. This will ensure that security is improved and that the gate and underpass remain in a safe and well-maintained condition.

##### **c) Communal Electricity**

T Dellow advised that the communal electrical supplies were with British Gas Business. Following lengthy correspondence with this company, the account was updated, and online access obtained. A credit on one account was found to be over £3,000 which is being chased. Due to the contracts lapsing, new and cost-effective tariffs have been placed on all supplies.

##### **d) CCTV**

A CCTV system already on the site was investigated and is now in operational order. It was agreed that this be extended to better cover external areas and the bin stores.

**7) Debtors (members' service charges not yet paid)**

J Morris advised that 12 members are fully paid, 21 members are paying in instalments, 1 member is on a payment plan and 1 member has been issued with a County Court Summons.

Overall, the current debtors as of 22<sup>nd</sup> August 2023 is £15,232. The largest of these being £5,234 (summons) and £3,055 (payment plan). It is therefore expected that the debtors' figure will significantly decrease before the financial year end.

For comparative purposes, the total debtors at the financial year end 2022 was £14,408 (2021: £15,296).

**8) Accounts**

The income and expenditure and balance sheet were presented to the meeting. J Morris advised that these are updated on a regular basis and are available on the company website. J Morris provided an explanation of each heading and the current expenditure to date.

**9) AOB**

**a) Window Replacements**

J Garrett stated that his apartment windows were close to requiring total replacement and asked those members present if they are experiencing similar problems.

It was agreed to minute this point with the intention that other members requiring window replacement may contact the managing agent and benefit from economy of scale by using one supplier etc.

**b) Right to Manage**

It was noted that acquiring Right to Manage (RTM) would mean that the company would be able to place its own insurance, as it is currently required to place with the freeholder's agent. It was agreed to obtain an indicative quotation to determine the potential cost benefits of apply for RTM.

Further information will be discussed with the directors and sent to members in due course.

**c) Intercom Issues**

L Durazzo reported issues with the intercom in their apartment. T Dellow requested that they send an email consenting to pass details onto an intercom engineer who would be pleased to investigate.

**d) Charging Points**

It was noted that the requirement for electrical car charging points would soon be more pressing. It was agreed to review what provisions could be provided on the site and determine suitable proposals for future installations.

There being no further business the meeting closed at 06:41pm.