

Sanford Court Management Company Limited

Registered in England and Wales No. 2234527

Ordinary Meeting of Sanford Court Management Committee

**** This replaces the previous regulatory requirement for an AGM****

Tuesday 7th November 2017 at 18.30

at The Moose Hall, Eastcott Road, Swindon, SN1 3LS

Present : Natalia Ruban (Director), : David Pugh (Director), Robert Tyldesley (Chair), Roy Bayston, Ann Colbourne, Marion Comley, Sue Lee, Sara-Jane Macpherson, Jayne Rowland, Norman Wakeley, Lynden Guiver(minutes).

Acronyms

(SANFORD) *Sanford Court Management Company Limited*

(MSC) *Management Sub-Committee*

(MA) *Managing Agents*

1/2017 Appointment of Chair for meeting

DP proposed RT as Chair for meeting. RB seconded the proposal.

2 Welcome, introductions and apologies.

DP welcomed everyone attending. DP advised that under current Companies legislation, a formal AGM must follow specific procedures. As a private company does not have to hold an AGM, it is proposed to hold an Ordinary Meeting to keep all SANFORD members fully informed of management and budget decisions.

Each member introduced themselves

Apologies: Sylvia Wakeley, Cherry Jones (Management Agent - Home from Home)

3. Minutes from AGM held October 21st 2016. JR proposed minutes to be taken as read. To be signed by Secretary and Chair then distributed to Sanford Court Committee members.

4. Matters arising from minutes of AGM held October 21st 2016.

It was agreed that all items arising from the Minutes of AGM held October 21st 2016 are covered within the Agenda distributed prior to the meeting of November 7th 2017.

5 Approval of Accounts for year to 30th April 2017

The accounts for the year ended 30th April 2017 were prepared by Morris Owen, then agreed and signed by NR on 2nd August 2017. It was noted that performance had been in line with budget and previous forecasts. Also that funds on account at bank as at 30th April 2017 were £10,655 and £11,878 as at November 7th 2017.

6 Managing Agents report and proposals for 2017-2018.

Cherry Jones' company "Home-from-Home" was appointed Managing Agent for SANFORD as from May 1st 2017. Cherry is also appointed Company Secretary of SANFORD.

Cherry has provided invaluable assistance to your sub Management Sub-Committee especially in regard to through the complex range of regulatory procedures required of a residential property management company. Details of a number of issues with which she has provided assistance are set out in paragraph 12 and below.

Members and leaseholders are asked to note the following addresses :

For the Management Sub-Committee : David Pugh

Company Secretary & Managing Agents : Cherry Jones, Home from Home, [REDACTED]

[REDACTED] **Whilst members are free to contact Cherry Jones directly they are invited to ask any questions or raise any issues with a member of the Management Sub Committee in the first instance.**

The formal **registered address** of Sanford Court Management Company Limited is 29, Bath Road, Old Town, SWINDON, Wiltshire, SN1 4AS. **This address should not be used for everyday business.**

Our Managing agents commissioned a formal Health and Safety fire risk assessment in liaison with the Management Sub-Committee. One recommendation was for the mats in the communal hallways to be replaced with professionally fitted recessed mats at the front doors. Quotes are being arranged by JR.

Our Managing agents have assisted with securing reductions in costs, improvement in services, some of which are noted below.

7. Appointment of Sanford Court Management Sub-committee

The Sanford Court Management Sub-committee is working well and the members agreed to continue with meetings as required, assisted by the Managing Agents to review any issues as they arise and report back to SANFORD members.

Where appropriate contact between the company and members will be face to face or electronic via the Management Sub Committee, in preference to formal meetings of members.

8. Appointment of non-members as directors

Agreed to stay as we are presently

9. Members representation by proxy

Agreed to stay as we are presently

10. Bank Mandate.

The change of signatories for SANFORD account at Lloyds Bank in Old Town has been exceedingly slow. JR is expecting that shortly she will be provided with facilities to view the Lloyds / Home from Home accounts online.

11. Election of Officers: The following officers have all agreed to continue in their positions. Home from Home as Managing Agents with Cherry Jones as Company Secretary, Lynden Guiver as Secretary of SANFORD meeting, Natalia Ruban and David Pugh as directors of SANFORD. David Pugh, Robert Tyldesley and Jayne Rowland as members of MSC. It was agreed unanimously for the above directors and officers be reappointed.

12. Service charge

For the period May 1st 2017- April 30th 2018 the service charge is £1200 per annum (£100 per unit per month).

Presently reserves are in the order of £12,000. Our Managing agents recommend £15,000. In light of this recommendation and the commissioned repair to the front wall at a cost of £3,200 it was agreed that service charge should be increased from £100 per month to £115 per unit per month for the period May 1st 2018- April 30th 2019

As the members own Sanford Court Management Company Limited and this company owns the freehold we do not pay ground rent.

It was noted that service charges and ground rent for similar properties in the area were considerably higher than leaseholders pay for Sanford Court.

13. Pointing of wall adjacent to Springfield Road

DP has researched the cost of repointing the stone wall and has reduced the 'originally quoted' cost substantially. We expect the work to begin in Spring 2018.

14. Garden & exterior maintenance

Over the past year, Luke our garden maintenance worker, has had personal health problems and is now recovering.

There was a delay in replanting the third silver birch and this will be rescheduled for the next couple of months.

The lime trees and Cypress around the perimeter of the site were 'pollarded' and will need be pollarded again in Spring 2019.

DP has acquired a 'wheeled spreader' to fertilise the front lawn area annually ourselves.

The rear garden fencing will need to be replaced in the coming 3-5 years.

The posts to the bin store are starting to show signs of rot at ground level and are likely to require attention in the not too distant future. MSC will seek expert advice.

The large waste bin requires repair or replacement. We understand Swindon B C would charge £850 for a replacement. Hopefully the "in house" repair will suffice.

The fish pond, which is considered a feature of the property, will need to be cleaned and weeded then a new solar powered fountain set up to aerate the water. This will be done 'in house'

The external paths, driveway and car port have all been power washed, ensuring continued compliance with our legal requirement for our insurers. Slabs were replaced as required. Guttering & downpipes to property including carport were cleaned. All arranged by DP at token cost to the company.

15. Building Maintenance

Some of the double glazed window panes in a number of flats have 'misted up' The original lease clearly states that we are individually responsible for the repair/replacement of glazing to the windows. There is a challenge with replacement of the windows due to a change in Building Regulations about the thickness of glass in order to comply with current standards. MSC will seek expert advice on behalf of leaseholders.

It is a requirement of the lease for alterations to the flats to be approved by the management company before any work is undertaken. It is agreed that permission will be not be refused for routine refurbishment including refitting of kitchens or bathrooms.

In due course, the external redecoration will need to be considered.

16. Information packs: It was noted that in the past SANFORD had met legal charges in connection with a member's sale of a leasehold. Also there had been a considerable delays in provision of information required by member's/prospective member's lawyers when negotiating sale of a lease.

It was agreed that SANFORD will not meet costs in connection with transfer of a member's lease.

It was also agreed that MSC will propose to MA that MSC should prepare a pack with information likely to be required by prospective purchasers /lawyers. This with a view that suitable parties be provided with access to an electronic versions of the pack or a hard copy for an appropriate fee.

17 Parking permits for visitors: Pros and cons of re-introducing the permits for visitors. MSC will discuss further. (subsequent to the Nov 7 meeting it was agreed that policing of a parking permit scheme would be difficult to police so there will be no re-introduction) .

18 Other cost reductions: We are no longer required to keep company records with Morris Owen, they are now archived in DP's loft space in [REDACTED] The cost was £10 per month saving some £120 per annum.

19 Appreciation RT thanked DP for all his hard work reducing our outgoing costs for general 'in-house' maintenance and other costs. .

20 Any other business. There was no other business

The Meeting closed at 19.45 pm.

Minutes submitted

and signed by the Secretary:- *Lynda Guine*

Dated:- 12/12/2017

Minutes approved

and signed by the Chair:- *[Signature]*

Dated:- 7/12/2017