

Sanford Court Management Company Limited

Registered in England and Wales No. 2234527

28th Annual General Meeting

Tuesday 25th October 2016 at 17.30

at The Conservative Club, 20 Bath Street, Swindon, SN1 4BA

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

In attendance: John and Diana Morris (Accounting Services Ltd)

Acronyms

(SANFORD) *Sanford Court Management Company Limited*

(MSC) *Management Sub-Committee*

(MA) *Managing Agents*

1/2016 Welcome, introductions and apologies.

The Chair welcomed everyone attending. Following an introduction by Barry Mercer, each member introduced themselves. **Apologies:** There were no apologies received.

2. Management Agent's notice of resignation.

Barry Mercer plans to hand over to a new letting agent, once agreed with 3 months' notice, starting from 1st November 2016. We were assured that everything would be in good order before leaving.

3. Proposals for future management

John Morris from Accounting Services Ltd gave a summary of his background, he is a chartered management accountant with a company law background. John and Diana already have around 400 properties over 18 sites they manage locally. Their services include site management and hire of contractors, with an agreed rolling maintenance programme, collecting service charges, insurance, preparation of accounts for Companies House returns, preparation of accounts for Chartered Accountants and supporting documentation for solicitors with flat sales. Preparation and maintenance of the company's website. John Morris agreed that if appointed, the fees would stay in line with our current outgoings at £1500 pa.

4. Appointment of Chairman for the meeting

Norman Wakeley proposed Robert Tyldesley as Chairman for the meeting, Natalia Ruban seconded the proposal.

5. Appointment of Secretary

Robert Tyldesley proposed Lynden Guiver as Secretary for the committee, Natalia Ruban seconded the proposal.

6. Approval of minutes from 8th October 2015

The minutes were agreed, signed and dated by the Director and Secretary.

7. Matters arising

See other matters - Item 16.

8. Approval of Accounts for year to 30th April 2016

Agreed as presented.

9. Managing Agents report and proposals for 2017

Banking administration with Lloyds Bank in Old Town has been difficult. The bank mandate was out of date but should now be completed online by the new directors. The previous signatories were

Derek Head, Derek Cash and Ann Handy. Barry met with Ann who has completed the forms so that a new signatory can be appointed.

The monthly service charge does not need to be increased this year (£1200pa). We have a healthy balance to work with.

It was noted in the file passed from Atwell Martin, that the obligatory Asbestos survey had not been completed. Now the survey has been completed and filed.

It was confirmed that the Fire Alarm is regularly checked, and all garden and cleaning contractors are appropriately contracted.

It was confirmed that the property excluding common parts is adequately insurance & members will be provided with access details to the current insurance policy.

John Morris from Accounting Services Ltd confirms that The Articles of Association (written rules about running the company agreed by the shareholders, directors and the company secretary) can be amended to ensure the company is compliant and will include all changes to the rules that are agreed at committee by the shareholders.

10. Appointment of a Management Sub Committee (MSC)

It was agreed unanimously by the members (SANFORD) that a small management sub-committee should be formed to deal with any matters which require attention by the members. The Management Sub Committee (MSC) to liaise with the members (SANFORD) and with the management company (MA).

Members of the Company (SANFORD) agreed unanimously for the following to be appointed members of the Management Sub-Committee (MSC) : Robert Tyldesley nominated by (SANFORD) member Natalia Ruban, Jayne Rowland nominated by (SANFORD) member Marion Comley and David Pugh who is a (SANFORD) member.

Members of the Company agreed unanimously that the (MSC) Sub-Committee should prepare a constitution for the (MSC) Sub-Committee to follow and to submit this to all members of the company (SANFORD) for their consideration.

11. Action regarding further matters raised at the Annual General Meeting of October 25th to be considered & as appropriate implemented by the (MSC) subcommittee & (MA) Managing Agent .

11.1 Appointment of non-members of the company (SANFORD) to the board (of SANFORD). (MSC) sub-committee to consider proposals supplied to Natalia Ruban by solicitors "Royds Withy King" and to Barry Mercer of "Lettings Ltd." by John Morris of Accounting Services Ltd. These are proposals to amend the articles of association for the company (SANFORD) in order to facilitate the appointment of non-members of the company (SANFORD) to directorships of the company (SANFORD) as. After discussion, these proposals are to be followed by a recommendation to the members of company (SANFORD).

11.2 Members representation by proxy. (MSC) sub-committee to provide (MA) Managing Agent with a draft resolution regarding representation of members by Proxy, The resolution to be filed with Companies House.

12 & 13. Election of officers and other appointments:-

See Items 4, 5 and 11.

14. Action re Bank Mandate. Managing Agent (MA) to arrange bank mandates for new Company Secretary of (SANFORD) & a nominated representative of the Management Sub-Committee (MSC)
See Item 9.

15. Service charge.

It was proposed and agreed that the service charge will stay at £1200 pa. This will be reviewed again at the next AGM.

16. Other matters

- Replacement of dead tree on lawn, agreed to ask the grounds maintenance team for guidance on a replacement tree once this disease tree has been removed.
- The condition of the front lawn was discussed and the sub-committee will liaise with grounds contractors. Lawn Doctor (Ian Handy) is happy to quote for this work. We discussed and agreed to obtaining 3 quotations from contractors if work is likely to cost more than £100 + VAT.
- There was a recent situation where previous directors had used professional services that Sanford Court had paid for, regarding purchase of the lease. It was agreed that in the future the vendor or their solicitor should be responsible for all costs related to sale & pre sale enquiries . This resolution to be filed with Companies House.
- The new side gate number locks have been fitted and the code distributed to all shareholders. This was advised as a security measure for the rear of the property.
- New signage to assist delivery companies will be agreed by the sub-committee and actioned by the management company.
- The fish pond will stay - it is considered a feature of the property.
- Car port numbering was deemed unnecessary
- The wall at the front of the property will be re-surveyed and the sub-committee will discuss the appropriate action with the management agent.
- It was noted that in due course the wooded fence at the rear of the property may need to be renewed. Should renewal be required, consideration should be given to relocation of the replacement fence to the true boundary of the estate.
- It was noted that insurance for the property is in place. Before the next renewal MSC & MA to seek advice from 2 or more insurance brokers as to appropriate insurance in the best interests of the ground landlord and individual members.
- We must assume that the trees along the front rear and left hand side of the property will need be lopped in 2017 and should be added to the new rolling programme.
- The communal paving slabs at the front of the property will be power washed to prevent mould growth. It was also noted that there is a loose slab that needs securing as it is a tripping hazard. (Note the wash undertaken in 2014/15 was poorly performed & unsatisfactory. This should be pointed out to the contractor and a member of MSC should be present to observe the next wash.)

- There was an enquiry about problems with steaming up on the interior of sliding windows. Whether this the leaseholders or company (SANFORD) responsibility needs to be confirmed by MA. Whoever is responsible it may be worthwhile obtaining a quote for replacement of glass in all 8 sliding units for members of (SANFORD) to consider.
- A new rolling programme will be generated by the management company (MA) & advised to the committee (MSC).
- Presently there is a requirement for Leaseholders to obtain permission for any alterations to the interior of their flat from the Ground Landlord. It may be worthwhile amending this requirement so as to exclude the need to obtain Ground Landlord's permission for alterations which do not affect the structure.
- It was agreed that communication between MSC, MA & SANFORD may be conducted via e-mail addresses designated for the member or organisation.

The next AGM meeting will be held in early October 2017. Date to be confirmed nearer the time.

Meeting closed at 19.00 pm.

Minutes submitted

and signed by the Secretary:-

Dated:-

Minutes approved

and signed by the Chair:-

Dated:-