

Burwood Grange (Walton) no. 3 Management Ltd
Minutes of Annual General Meeting
held on Friday 28 April 2017
at Travelodge Hotel, Station Road, Walton on Thames

A list of those attending and apologies received is held at the registered office.

The meeting was chaired by Hubert Blackmore.

1. Approve minutes of previous AGM

The minutes of the AGM of 27 April 2016 were approved as a true and accurate record of the meeting. All agreed.

2. To receive the accounts for the year ended 31 May 2016

The accounts were noted.

3. Matters arising:

Managing agent - It was explained why a new managing agent had been elected. Arkleygate had sold the business and the new estate manager had left. The directors had found communication lacking and service poor and had therefore decided to have a local company provide the service.

Bank accounts - New bank accounts have been requested but due to anti-money laundering and anti-fraud legislation, the accounts are not yet open. Everyone will receive a notification when we have the details.

4. Service Charge Budget (previously circulated)

The budget for general expenditure had been increased by 3% from last year's budget except where known costs were different. A query was raised why cleaning budget had gone up so much. This was because cleaning and window cleaning had been amalgamated on the budget.

The window levy was discussed. The windows were last painted in 2015. It had been brought to the Directors attention then that the windows would need replacing and a reserve fund was set up for this. It had also been subsequently agreed that the windows would be replaced with uPVC so as to eliminate the need for cyclical painting. It is now agreed that the windows need to be replaced as soon as possible. Therefore the directors have agreed to get new quotes for the work with the intention of carrying it out next year or the year after, depending on the costs compare to the reserve funds available. For info - 3 years ago the quote was £72,000 inc vat and management costs. This did not include soffits or fascias but did include communal windows.

Rochills agreed to approach Oatland Glass and House of Surrey as well as one of Rochills contractors. The full budget of £190 per month was approved as per the revised budget circulated prior to the meeting and carry out the work as soon as possible. A survey will be sent out to all leaseholders to ascertain agreement as to replacing the wooden windows with uPVC.

5. Director's appointments/resignations

Hubert Blackmore stepped down as Chair and was duly re-elected. Corinne Fugle was elected as a Director.

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6. Any other business

Conflict of interest – Members were asked to note that Hubert Blackmore, Director undertook a monthly paid inspection of the estate and would notify the managing agent of anything that needed doing. Small jobs, he would do himself and submit an invoice for payment and larger jobs he would pass on for appointment of a contractor. It was requested and agreed that the amount he receives would be declared in the annual accounts for probity.

Bikes – A query was raised about bike parking. It was agreed that bikes could continue to be chained to trees. However, a notice to remove unused bikes would be circulated. Rochills to organise and bikes not claimed will be removed. The agenda for next year's AGM will include an item to discuss further.

Car parking – This was discussed and Rochills agreed to contact the car park enforcement company to request new laminated, coloured permits.

The meeting closed at 7.35