

North Lane (Aldershot) Management Company Ltd

## **North Lane (Aldershot) Management Company Ltd**

### **Annual General Meeting**

**6.00pm on Wednesday 9 May 2018**

**St. Augustine's Church, Holly Road, Aldershot**

### **Minutes**

#### **Welcome & Introduction**

Dr John Koenigsberger (Chair) opened the Annual General Meeting (AGM) by introducing the Board of Directors appointed to represent North Lane (Aldershot) Management Company Ltd (NLAMCL) and the appointed managing agents, itsyourplace Ltd (IYP), who manage the day to day activities of North Lane (Aldershot) Management Company Ltd (the Management Company).

Paul Adams & Dan Churchill of Branston Adams (Accountants for NLAMCL) were also in attendance.

#### **Notice Convening the Meeting**

John Koenigsberger advised the first formal proceeding of the AGM was to approve the Notice convening the Meeting.

The Notice was proposed by Ms McCaul and seconded by Mr West.

#### **Directors' Report**

John Koenigsberger wanted to highlight on behalf of the Board of Directors some good and not so good areas.

Since the residential control of NLAMCL in 2009 they have addressed a number of defaulters who have breached the terms of their Deeds in non-payment and taken the appropriate legal recourse to obtain payment. In mid January 2018 there were 50% of households who had paid their Service Charges which was better than prior years. However, it meant that 50% had still not paid which incurs additional charges for NLAMCL in letters, let alone time spent following up on non-payment with each household by IYP.

In Deeds entered into up purchase it clearly states:

**“The Management Company shall as soon as practicable after the 1<sup>st</sup> day of January each year prepare estimates of the sums to be spent....the Transferee shall within 14 days of receipt of the demand therefore pay to the Management Company the Maintenance Charge....in the event of the Maintenance Charge (or any part thereof) remaining unpaid seven days after the charges have become due the Transferee shall pay interest at the rate of 4 per cent per annum above the Base Rate of National Westminster Bank...and the Transferee shall pay all expenses (including Solicitors’**

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**costs and Surveyors' fees) incurred by the Management Company in the recovery of any arrears of Maintenance Charge."**

*North Lane (Aldershot) Management Company Ltd do not have the power to change the wording within your deeds and are bound to undertake the Management Company's Covenants itemised within this legal document, as you are bound to undertake the covenants listed for the Transferee.*

John advised that following on site meetings with the cleaning contractors who have observed a great improvement of bulk non-household waste in the leasehold bin stores; they will not be charging an additional monthly fee for the safe disposal which has been reflected in the Service Charge Demand. However, this behaviour from Leaseholders (whether owner occupied or rental) needs to continue to avoid costs being retrospectively incurred and re-charged.

On the community Facebook page, there are now over 200 members which in general use this media forum for polite and constructive comments and not be used for offensive and whinge material. The Administrators of the Facebook page monitor the comments posted and where deemed not acceptable will speak to the person concerned privately and advise why their comments were not posted on the community page. Furthermore, anyone that posts anything that could be deemed offensive or non-constructive in turn could determine that the community is not a nice place to live and detract anyone from a sale or rental of property.

NLAMCL have a dedicated website, being <http://northlanealdershotmcl.co.uk/>

Included within this website is useful information from insurances held for Leasehold properties to copies of Service Charge Accounts together with a Frequently Asked Question section which the Directors compiled. Details of this website are also found on the Community Facebook page, *Woodland Walk North Lane*.

John finally advised that after tonight's AGM he will be after 9 years resigning as Chairperson of NLAMCL however will continue as a Director and handover the Chairperson's role to Mr Sargon Daniel.

### **Service Charge Accounts**

Richard Essling of IYP took the attendees of the AGM through a high level summary of the Service Charge Accounts for the Management Company for the financial year ended 31 December 2017.

Richard advised that itsyourplace Ltd on a day to day basis manage the transactional financial matters for the management company. As the management company is a limited company, at the end of every financial year, they employ a Chartered Accountant (Branston Adams) to verify the transactions and financial state on an independent basis.

Richard advised that Branston Adams are appointed to act totally independent to validate and test the expenses of the management company and verify the expenditure.

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Both Richard and Paul Adams of Branston Adams would be happy to answer any questions in respect of the accounts being presented following the AGM.

Richard advised that there were for the purposes of Service Charge Accounting two elements: for the 'Estate'; and for Leasehold properties. Each member (356) makes a contribution to the 'Estate' charge which is the same for each household and each Leasehold property also has to make another separate payment for 'Leasehold' costs and Ground Rent.

## Income & Expenditure 1 January 2017 to 31 December 2017

|   |          |
|---|----------|
| – Service Charges, Ground Rent and Interest                         | £176,538 |
| – Service Charge Expenditure  | £133,555 |
| – Contribution to Reserves  | £ 30,246 |
| – Net expenditure over income<br>(to Reserves excl. Other Income)*  | £ 12,511 |
| – Reserve Expenditure<br>(Play Park & Flats Internal Redecoration)* | £ 25,397 |

## Reserves

|   |          |
|---|----------|
| – Opening Reserves as at 1 January 2017   | £173,727 |
| – Closing Reserves as at 31 December 2017 | £191,331 |

(Private Flats £133,266, Flats over Garage £9,588, Estate £48,477)

## \* Variances to Budget

- Bin Clearance (*Leasehold only additional*), Other General Repairs (*saving*)

The Appointment of Branston Adams was proposed by Mr C Williams and seconded by Mr S Daniel.

A copy of the Service Charge Accounts (together with Minutes of the AGM) will be uploaded and made available on NLAMCL website, being <http://northlanealdershotmcl.co.uk/>

Any queries in relation to the Service Charge Accounts for the year ended 31 December 2018 please refer to IYP for clarification.

## Appointment or Reappointment of Directors

In accordance with the Memorandum & Articles of Association of the Management Company, the following Director was appointed, retired by rotation and offered themselves for re-election:

Appoint:

- Mr C Williams

Re-appoint:

- Mr S Smalley

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- Dr A Le Gresley

The Board of Directors for the Management Company comprises the following members:

- Dr J Koenigsberger
- Mr S Daniel
- Miss S McCaul
- Mr C West

Both Miss S Eismont and Mrs V Ingram retire in Office.

Proposed by: Mr & Mrs Quiller and Seconded by: Mrs Cook

## **Any Other Business**

### **Sub-Contractors for NLAMCL**

John advised that all sub-contractors for NLAMCL are supervised and monitored closely by both the Directors for NLAMCL and IYP and in doing such regularly inspect, review issues and any fundamental issues Directors and IYP have a process to review contractors as in the past it had to be undertaken in respect of the communal cleaners for the Leasehold properties.

When going to tender, the Directors review a minimum of 3 tenders and for which are reviewed based upon a number of factors aside from the cost element, this includes the current incumbents. NLAMCL have recently received 4 tenders for the grounds contract which includes the current contractor, VPS. The Directors review tenders based upon their own merits as often they are not based upon a like for like basis as each contractor will submit based upon their own position for services they believe should be delivered. The Directors will determine whether there is a requirement to change the current contractor to new or continue with contractors and monitor services provided.

### **Woodland & Footpath**

A question was raised in advance of the AGM by Mrs Cook in respect of the woodland area and fencing. John advised that quotations had been received via a contractor to supply and install a green palisade fence for the perimeter of the woodland area which is required to be reserved and for which will have a point of entry for emergency services and contractors that monitor the flow of the culvert/storm drain. In addition the old wooden fence of disrepair would be removed and replaced with a 3 bar fence. Lighting has been investigated and would be significant cost to residents, with the solution being a street lamp strategically placed in order to provide enough light.

Mr Smalley was thanked for his hard work and efforts in maintaining the culvert/storm drain which is frequently inspected and more so in bad weather conditions to avoid any flooding of the local area.

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The other green area of expanse, the Board are looking at options as to what it may be used for, and whether any possible funding could be obtained.

A reminder that any anti-social behaviour observed must be immediately reported to 101 or 999.

### **Play Area**

Appreciation was shown to the Directors and in particular Miss Eismont for the installation of the new swing.

### **Grounds Maintenance**

Mr Davey raised to the attendees that at times he has raised that he felt that the grounds maintenance was bad however commented that most recently there has been a great improvement in the standards.

Mr Stuart Price, Managing Director of VPS stood and introduced himself to the attendees and advised that there will be notable changes from both the reporting level to the grounds services provided at Woodland Walk by VPS. Mr Price takes any issues seriously and will address with the grounds teams. Directors and IYP will continue to meet on a monthly basis with VPS to review services together with ad-hoc inspections.

It was noted that on some areas with the new shin rails that had been installed, that there was some difficulty for VPS to maintain, however this is being adapted.

### **The AGM closed at 6.30pm**

North Lane (Aldershot) Management Company Ltd and IYP would like to thank Local Councillors Keith & Sue Dibble and Frank Rust for their continued support and for all their lobbying that is carried out on behalf of the Management Company.

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