

North Lane (Aldershot) Management Company Ltd

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

### **Annual General Meeting**

**6.00pm on Friday 4 April 2014**

**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 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).

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

John Koenigsberger advised that there would be five elements to the formal proceedings of the AGM, with the first being to approve the Notice convening the Meeting. This was approved by those present.

#### **Directors' Report**

John Koenigsberger gave an overview of the past year's activities this being the fifth year of responsibility by elected Resident Directors.

Your Directors have chosen to take a long term view of the cost of maintenance of both the Estate maintained areas (including woodland and play areas) and Leasehold apartment blocks. As such, a 30 year Planned Maintenance Schedule (PMS) was commissioned from Malcolm Belcher BSC (Hons) MRICS, Vivid Surveyors. By using this Schedule it will allow the appropriate budgeting and forecasting of costs and a smoothing of the impact on members of the Management Company.

There is a culvert in the woodland area which remains the responsibility of the Management Company to maintain. Due to recent bad weather the banks of the culvert leading to the storm drain have started to erode and without significant works being undertaken the banks could collapse. The resulting flooding could have serious consequences.

John advised that he had on behalf of the Management Company canvassed Rushmoor Borough Council (RBC), Hampshire County Council, Thames Water and the Housing Associations for a contribution towards the costs, for which is estimated at around £10,000. Regardless of whether any contribution is received, the works are essential and need to be undertaken.

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John wished to thank Director, Simon Smalley for all his hard work, especially in the bad weather and over the Christmas period in ensuring that the culvert was free flowing. Remedial works to this area are due to commence on 11 April for approximately 7 days. Keep Out Danger signs have also been erected around the woodland area to advise children and their parents of the dangers not just from the culvert but also of storm affected trees.

In respect of the adoption of the roads by Hampshire County Council (HCC), John advised that Director Dr LeGresley has been pursuing Taylor Wimpey whilst Cllr Frank Rust has been liaising with HCC. A recent Estate meeting was held with the Management Company, IYP and the Adoption Manager of Taylor Wimpey and as a result we were advised that there is a current list of required works to be done within a 3 month period, following which it is hoped that the formal adoption will take place. At the time of the AGM, some remedial actions had already been completed, namely the repairs to the cobbles located on hard shoulders on the road surfaces.

Prior to the AGM a few questions had been raised. John advised that they as a Board of Directors take an active role and act in the best interests for all members of the Management Company. Often the Directors can take decisions. However, some issues require residents to be considerate to their neighbours. Further, until such time as the roads are adopted, the Management Company are unable to move forward on such issues as parking.

The payment of Estate Charges or Service Charges is legally binding requirement of members of the Management Company and is referred to in either the Title Deeds for Freehold (houses) or Leases (flats) and something that each member should have been made aware of at the time of their purchase of their property.

John referred to the Fifth Schedule, Part I, Covenants by the Management Company and Transferee (house or flat owner) in respect of the Maintenance Charge, a copy was provided at the AGM and is enclosed with these Minutes for reference. This clearly states:

***“in the event of the Maintenance Charge (or any part thereof) remaining unpaid seven days after the same shall have become due (whether formally demanded or not) the Transferee shall pay interest at the rate of 4% per annum above the Base Rate. If not so paid shall be deemed to be a debt due to the Management Company and recoverable by action and the Transferee shall pay all expenses (including Solicitor costs and Surveyors fees) incurred by the Transferor or the Management Company in recovery of any arrears of Maintenance Charge”.***

**NOTE: Transferee is either the Freeholder or Leaseholder.**

The Directors of the Management Company have over the past 5 years appreciated financial hardship and have allowed some flexibility over the date of payment. The Directors also encourage those that are suffering genuine financial difficulty to contact IYP to discuss the options open to them. This could avoid any legal action that would be taken in the event of any non-payment and which would incur significant additional charges.

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John organised last Summer an event for Police and parents and children to appreciate the dangers of speeding, irresponsible parking, and playing in the streets. As a result of this 15mph zone signs were erected at both entrances to the Estate. Whilst this speed limit is not strictly enforceable, in the event of an incident, the police and the courts would take into account these speed recommendations.

Post adoption 'Z' markings could be introduced to stop parking at each pinch point. Similarly, we intend to discuss with the police and the Council, marking of double yellow lines in strategic places throughout the Estate. There was a suggestion from the floor that 'Right of Way' signs (x 28) may be displayed to show who has priority at each of the pinch points. The costs and benefits of this would need to be assessed.

Recently John met with the local Neighbourhood Sergeant and walked the Estate and where it was noticed that an obstruction was being caused; doors were knocked and asked if vehicles could be moved to a safer location.

Finally, the Directors would welcome any feedback or observations as they always welcome input from residents and members.

### Service Charge Accounts

Richard Essling, of IYP, took the attendees of the AGM through the high level of the Service Charge Accounts for the Management Company for the financial year ended 31 December 2013. 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 for the period 1 January 2013 to 31 December 2013

• Service Charges, receipts and interest	£143,983
• Expenditure	£123,522
• Contribution to reserves	£ 20,500
• Net expenditure over income	£ 39

### Reserves

• Opening Reserves as at 1 January 2013	£ 97,902
• Closing Reserves as at 31 December 2013	£118,363

Richard advised that over the next 30 years, based upon the PMS provided, there is planned total expenditure by the Management Company of c£1M.

The Service Charge Accounts were presented and approved by the Directors of the Management Company.

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# North Lane (Aldershot) Management Company Ltd

Treetops Chartered Accountants Ltd was re-appointed as the Accountants for the Management Company.

A copy of the Service Charge Accounts will be distributed along with the Minutes of the AGM and if there are any queries in relation to the Service Charge Accounts for the year ended 31 December 2013 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 Directors retired by rotation and offered themselves for re-election and following a show of hands were duly re-appointed as Directors of the Management Company:

- Claire Taylor
- Sherrie McCaul

The ratification of the appointment as Director for Mr Sargon Daniel was also approved.

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

- Dr J Koenigsberger
- Mr S Smalley
- Dr A Le Gresley
- Mr S Daniel
- Miss S McCaul
- Miss C Taylor

Richard Essling of IYP, wished to express his gratitude to all of the Directors of the Management Company for all their tireless work, for which is often forgotten and is sometimes a thankless task. Each Director has their own skills and interest in the Management Company and provides their time on a frequent basis without reward.

## Any Other Business

**Garden Maintenance** – it was asked on the remit and areas that Oasis Gardens Ltd undertake. John advised that they are required to undertake all Estate maintained land. A map showing their areas of responsibility is available on request from IYP. There are other complexities in the Estate as First Wessex have their own grounds contractors, albeit the Management Company are trying to see if First Wessex will contribute towards grounds maintenance and Oasis undertake the ground maintenance overall. There is also another managing agent on the Estate, for which their Leasehold properties contribute towards their own ground maintenance for their landscaped areas.

**Dog Fouling** – Dog owners are responsible and the RBC Dog Warden will be happy to contact any households on an individual basis if notified. The RBC Dog Warden is only able to prosecute if they evidence linking the owner and the dog together.

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**Re-Marking of Parking Space** – Whilst it was noted that in some areas there is no marking of allocated spaces. At this time the Management Company has no plans to mark these, because of the cost, logistics and potential legal implications over the title ownership of spaces.

**Dust Bins** – It would appear that some households do not place or remove their bins for collection and as a result makes certain areas of the Estate untidy. For the Leasehold properties under the Management Company, each bin store has a unique code for the flat owners to use. If in the event a code is not known by those permitted please contact IYP, please do not leave items outside of the bin store or place within a private bin owned by households.

**Shin Rails** – The Directors have considered whether they are needed at all, now the Estate is fully developed and occupied; whether they should be replaced with new which would cost around £30,000 or replaced on a case by case basis when broken. At this time, it has been agreed to replace on a case by case basis, or to remove them where they are not considered relevant.

**Trees** – It was noted that some trees had previously been planted near the ball court and this was surely not a good location for these. John advised that unfortunately Taylor Wimpey planted some 50 trees around the Estate, without reference to the Management Company but at this time any of those trees which may have been vandalised, or have died are being removed and not replaced.

**Noise** – It was advised that during the evenings especially around the Basketball Court, the youths do congregate and may or may not appreciate the noise made. It was asked if a sign could be displayed to this effect. It was noted that the sign already exists by the small children's play area, but has little impact. The Safer Neighbourhood Team is being made aware of the problem and will do what they can to improve the situation.

**Parking & Obstructions** – Whilst it was noted that at this time words of advice can be given to certain households causing an obstruction to the highway, IYP will arrange with the Fire Authority for a Fire Engine to attend early evening and navigate through the Estate and door knock where required. This would be done in conjunction with the Directors, local Councillors and Hampshire Police.

Finally, the Management Company 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.

**The AGM closed at 6.50pm**

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