

Amber Court Management (No.4) Limited

15 Windsor Road Swindon SN3 1JP
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www.ambercourt.rmcweb.site

Minutes of Members Meeting held electronically via Zoom on 3 March 2022 at 4:00pm.

Present:

Members:

A Wilmot
P Minton
E Underdown (Director)
S Garratty (Director)
A Cain (proxy for S Walton)

Managing Agent:

John Morris (Company Secretary)
Thomas Dellow

1. Apologies

None

2. Debtors

None

3. Maintenance

1. Maintenance undertaken in the year

a) Understairs

The area under the stairs had been plaster boarded to prevent the storage of items in the communal area

b) Smoke Detectors

Following advice received from the fire risk assessor, the battery-operated smoke detectors that were installed in the communal areas were removed.

c) Signage

An aluminium 'welcome to' sign was installed on the front door to help residents and delivery drivers identify the block.

d) Lighting

New energy efficient LED lighting was installed to replace the less efficient lighting in order to reduce maintenance and electricity usage.

e) Rear Door

A lock was fitted to the rear door, so that the door automatically locks when shut whilst residents are able to gain passage via a key.

f) Bin Store

Evidence of an impact on the bin store wall had left the gates to the bin store unable to properly close. The bin store gates were altered to ensure they closed correctly.

g) Cleaning

A new cleaner was appointed during the year. Their services also include cleaning the communal windows four times per year whilst overall achieving a saving on the previous cleaning contractors price.

h) Fire Risk Assessment (FRA)

A fire risk assessment was undertaken in 2021 which made recommendations to improve fire safety.

The actions to improve fire safety have been undertaken and a copy of the report is available on the company website.

i) Riser cupboard

The riser cupboard covers have been replaced with new board and painted which improves the appearance of the internal block.

j) Electric Installation Condition Report (EICR)

No evidence of previous Electrical Installation Condition Reports was provided on handover to the current managing agent. An EICR was undertaken in 2020, the next assessment is due in 2025.

k) Notices

The managing agent has installed a notice in the internal communal area, which provides the current fire notice along with contact details and notices of work.

2. Potential maintenance to be undertaken

a) Car Park Numbering

It was agreed to re-paint the numbers on the car parking bays.

b) Boundary Gardening

It was agreed to clear and tidy the boundary area next to the next-door storage yard of foliage.

c) Front Door Gardening

Following suggestion from the gardener, it was agreed to clear the front entrance area and install gravel either side of the doors.

d) Fence

It was noted that the fencing next to the block will either require replacement or removal. It was agreed to remove the panels that have collapsed and to remove any others which become loose.

e) Bin Stores

It was agreed to pressure wash the bin store walls and internal area to improve the appearance.

f) Fascia, Soffit and Gutters

It was noted that the fascia, soffit and gutters of the block will require replacement in the near future. Estimates already obtained were discussed with the meeting, it was agreed to postpone the work for 3-5 years in order to build sufficient reserves to be able to undertake the work. A Cain suggested that he would also source quotes for the consideration of the company directors.

g) Carpets

The potential carpeting of the block was discussed. It was agreed that this would be a big improvement but to postpone installing carpet until the more urgent work to the fascia's had been undertaken.

h) Internal redecoration

The decoration of the internal communal areas was discussed. It was agreed to postpone this work until the more urgent work to the fascia's had been undertaken.

4. Accounts

The company accounts were presented to the meeting. J Morris provided details of the actual and forecast items of expenditure and summarised the forecast for the next 5 years.

5. Service Charge

A proposed annual service charge of £1,250 per apartment was discussed. It was agreed by those attending to reduce this to £1,150 per apartment for the year ending 31st December 2022.

6. AOB

None

There being no further business, the meeting closed at 5:23pm