

Amber Court Management (No 2.) Limited

15 Windsor Road Swindon SN3 1JP

Minutes of members meeting held electronically via Zoom on 14th June at 4:00pm

Attending

M Cain - Director

T Cain

J Morris – Company Secretary

T Dellow – Managing Agent

1. Apologies

Guy and Suzanne Williams

2. Debtors

As of 14th June 2022, there were two debtors which were flat 18 owing £672 and flat 22 owing £20 which is believed to have been brought forward from last year due to underpaying the 10 monthly payments by £2.

3. Maintenance

Items already carried out

a) Rebuild Cost Valuation

A desktop based rebuild cost valuation for insurance purposes was carried out in 2022 at £149.99 to accurately determine the declared value of the building and grounds.

b) Insurance

The buildings insurance and terror cover was renewed during the year which saw an increase due to the previous subsidence claim and increase in declared value according to the rebuild cost assessment.

c) Pressure Washing Bin Store

The bin store was pressure washed inside and out to remove built up grime and dirt.

d) CCTV

The CCTV system on the block was upgraded to improve security.

e) Electrical Cupboard Fire Doors

To comply with current legislation, new fire doors were installed to the electrical cupboard in the main lobby and the internal area sealed to fully compartment the cupboard.

f) Electricity Supplier

During the year a fixed electrical tariff was sourced with E.ON Next at 21.78p per unit and 10.39p standing charge. The tariff is fixed until 09/09/2023.

Proposed items to be carried out £1500 remaining in maintenance budget

a) Carpeting ground floor

J Morris proposed that a quotation be obtained for carpeting the ground floor area as this receives the most foot traffic and will improve the visual appearance of the block.

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b) Redecoration i.e. glossing and emulsion of ground floor

J Morris proposed that a quotation be obtained for redecorating the block and suggested that the ground floor area be prioritised as it receives the most wear.

c) Fascia and Gutters

During site inspections it was noted that the wooden fascia on the block is starting to deteriorate and will need to be replaced. J Morris proposed that the wooden fascia is replaced with a uPVC alternative which will be longer lasting and more cost effective to maintain. Quotation for similar sized blocks have been obtained by the managing agent at around £14,000 for labour, materials, and scaffold and the work at Amber Court 2 is expected to be close to this figure.

4. Accounts

A copy of the accounts to 14th June 2022 were presented to the meeting. The individual items of income and expenditure were explained by J Morris. Forecast figures for the next 5 years were examined.

5. Service Charge

It was agreed by those members attending to reduce the proposed increase in service charge meant to build up reserves for the fascia and gutter replacement and to keep the service charge for 2022/2023 at a modest increase, noting the current increase in living costs.

6. AOB

There being no further business the meeting closed at 4:39pm.