

Annual General Meeting for Gander Drive
Rooksdown Community Centre
Wednesday 26th June 2019 7.00pm – 9.00pm

- **Director's**

A potential new director is interested in joining the existing board of directors. This to be followed up.

- **Service Charge**

- **Bank Account**

The bank has credited £100 to the account as a compensation for troubles caused.

There are no arrears on the account, all outstanding arrears have now been cleared.

- **Insurance**

Insurance will be reviewed at the end of the year to see if savings can be made.

- **Damp issue at Flat no.7**

It is believed that the damp problem at flat number 7 is tenant related. It could be caused by condensation where the flat hasn't been heated through. It has also been observed that the flat is full with belongings, including furniture touching the walls, so air isn't able to circulate.

Actions:

-The landlord needs to be aware of the problem so that he can be part of the solution in resolving damp issues with tenants. It would be beneficial if the landlord completes an action plan to demonstrate their steps to combat the problem. This will provide reassurance to other tenants that something is being done and that their flats will not be affected.

-Check that the windows have triple vents

- **Communal Area Maintenance**

Garden

It had been observed by residents that the last gardener carried out minimal activity. The new gardener has been in post for the last three months. It was recognised that the first job needed was the repairing of the bin shed roof, which has been complete. The gardener will look at the areas in stages and work on what is needed to be done.

The trees have already been cut back but it has been observed that the trees could do with being cut back again.

Moss

There is a lot of moss on the car park ground, which could be a hazard in the winter months. It was acknowledged that the moss does need removing but this could be done later in the autumn.

Action:

Quotes needed for the removal of moss. Quote obtained £150

Under the stairs

It has been observed that under the stairs has been used as a dumping area.

Actions:

- A polite letter to be sent to tenants requesting them to remove their belongings within 28 days, after 28 days items will be disposed of. A possible fine may occur in the future as it costs money to dispose of such items. This will also be the case with items being left in the bin shed.
- A notice to be put up under the stairs reminding tenants that all communal areas are to remain clear.

Fire Key/ cupboards

Action:

- A polite reminder to be put up to remind residents to return the key back to where it belongs and keep the cupboard doors shut.

- **Rear fire door**

The lock door needs changing as the door is often left unlocked, which is a security risk. It would be helpful if the door was a self-close door. The quote provided for amendment of door lock is approximately £250.

Action:

- It was agreed that the door was an essential job that needs doing due to it being a security risk.

- **Caravan/trailer**

A caravan is parked in one of the parking spaces, behind the caravan appears to be contents of a garage. It is not ideal for the caravan to be there on a permanent basis but if it's only there for the summer months and is being used then this shouldn't be a problem.

Actions:

-Clarification is needed for who owns the caravan and the purpose of the caravan. The landlord needs to be aware as he could be in breach of his contract agreement.

- **Tree Maintenance**

The council has been contacted and it is believed that the Indian Bean Tree is not a protected species of tree so can be cut back. This could possibly wait until the Autumn. It has been observed that the full height tree near the bin shed is more of a concern and will need cutting back.

Action: Quotes needed from tree surgeon

- Indian Bean tree to be cut back £450
- Contact the council to confirm that the tree isn't a protected tree

- **Lighting**

There is currently temporary lighting up that illuminates the path. Unfortunately, the street light is no longer working due to possible water damage. The light isn't owned by the council so it's our responsibility to get it fixed.

Actions:

- Can contributions be made from other residents within the street?
- It is believed that the cost to fix the light will be £700-£800, price to be confirmed.
Confirmed price is £720.22
- Nicola to Speak to local counsellor for support/advice

- **Composter**

The gardener would like to put a composter (£180) in the grounds of Gander Drive as he feels this could be cheaper than taking garden debris away with him.

Actions:

- Clarification of the jobs the gardener is doing or planning to do
- price comparison needed between composter and removal of debris
- gardening costings to be clarified. How much saving is being made?

- **Bin Shed**

Actions:

- A standard letter reminding residents of the bins rules to be sent out
- Bin area to be monitored

- **Service charge**

- **Any other business**

A clearer expenditure forecast plan is needed – what are our commitments? Anchored costs for this year and the next 3 years.

What's happened to the money that came over from Mortimer?

£3633.17

End of year charges:

Electric: £130

Rubbish removal: £130

Gutter checks: £10

Management fees for November/December: £470

Total:

This needs to be checked as total comes to £740 when bills end of year should have been £929.00. not sure what I have missed?

£2704.17 went into bank account

Jobs in priority order

1. Rear fire door
2. Guttering /hedgehog need cleaning (quotes needed)
3. Street light to be repaired

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