

Allison Court (Swindon) Management Limited

Annual Meeting 6 September 2017

Directors in Attendance: Sue Mazzotta, Biagio Mazzotta, Patrick Cronin, Nicola Ballman, Olive Webb

Also in Attendance: Carole Ealey, Sean Ealey

Apologies: Alan Bunce, Marie Mainwaring, P. Wilson, K. Jesseries

Agenda Items

1. The Annual Financial Statements were circulated prior to the meeting and these were approved. It was agreed that the fees of £250 would stay the same for the next year.
2. Contact Information – A request was made by Biagio and Sue that all Directors provide email and telephone numbers to make communications easier. This was agreed.
3. Cutting the Front Trees – Sue and Biagio had obtained 2 quotes from:
 - a. Steve Ramsey - £384
 - b. Morgan Tree - £550It was agreed that Steve Ramsey would carry out the work
4. Window and Gutter Cleaning – It was agreed that this would be carried out 4 times a year.
5. Insurance – It was discussed what cover is required and agreed that the following would be taken out:
 - a. Buildings Insurance of £1m excluding terrorism cost with Finch £891.19
 - b. Loss Recovery Insurance £44.80
 - c. Directors and Officers Insurance £190.48 to replace the existing cover with Tower Gate.

This is subject to receiving 2 other quotes from Finch and Adler Insurance Brokers – that if better value this will be communicated.

6. Gardener Amanda Hazell – was agreed to carry on with existing garden maintenance as well as clearing gullies twice a year.

7. Any other business
 - a. Sue raised the issue of the bins being cleaned as it was reported they were dirty. This was agreed.
 - b. The issue of the large van being parked and taking 4 spaces was raised. Patrick agreed to discuss with his tenant again. The parking of any commercial vehicle is in breach of the lease.