

Minutes for members meeting on 10th March 2022 held
electronically via Zoom at 7:00pm
Allison Court (Swindon) Management Limited

Attending:

A Jefferies
C Bunce (Proxy for A Bunce)
L Newman
N Ballman

Managing Agent:

John Morris (Company Secretary)
Thomas Dellow

Minutes

1. **Apologies**

None

2. **Debtors**

As of 10th March 2022, there were 3 members who had fully paid, 4 members paying in instalments and 1 member who had not made any payment.

3. **Maintenance**

a) **Grounds Maintenance**

It was agreed to obtain quotations for gardening services in 2022 with the intention to include a monthly visit in the winter months for litter picking and minor grounds works and a twice monthly visit in the summer.

b) **Car Park Area**

It was noted that the aco drainage in the car park area requires some minor repairs and that the car park had gathered a collection of leaves during the winter. It was agreed that the drainage be repaired and that the leaves cleared and included within the ground's maintenance specification thereafter.

c) **Rear Communal Area**

It was noted that the area would benefit from having loose leaves and branches cleared. It was agreed to obtain quotation for this.

It was agreed to obtain quotations to clean the dust bins.

d) **Trees**

A quotation for pruning the beech hedge and beech trees at the front of the site was approved. This will ensure that the car parking spaces will not be encroached by the foliage. The hedge could then be routinely maintained by the gardeners.

e) **Fascia's**

Two options were presented to maintain the front fascia. One option is to replace the decorative wooden fascia with uPVC components; however, this would be costly and would likely not include the decorative arched design that is currently on the building. The option to re-paint the fascia was agreed as it would be more cost effective and ensure retaining the current design.

f) **Company Website**

Those present were shown the company website which is available at www.allisoncourt.rmcweb.site. Members are encouraged to report maintenance issues via the website and may also find hosted documents such as insurance, accounts, and other relevant information.

4. **Accounts**

The income and expenditure and balance sheets were presented to the meeting. J Morris explained each item of income and expenditure to date and proposed a service charge of £1,000 per apartment per year for the year commencing 24 June 2022. This would see the charge remain the same as the current financial year.

5. **Service Charge**

The members unanimously agreed that the service charge should be set at £1,000 per property for the year ending 23/06/2023.

6. **AOB**

a) **Lease Query**

C Bunce presented a query within the lease. J Morris advised C Bunce that he would be pleased to assist with this query should C Bunce wish to provide further information via email.

b) **Directors**

The Small Business, Enterprise and Employment Act 2015 requires that all persons provide written consent to act as a director. N Ballman and A Bunce provided written consent prior to 2015 and A Jefferies and L Newman have provided consent and ID subsequently.

It was confirmed that there is no requirement for a member to serve as a director.

It was agreed to request consent forms and ID from the other directors if they wished to continue to be directors and to register the retirement of any member who did not provide written consent within 28 days.

There being no further business, the meeting closed at 8:36pm.