

Allison Court (Swindon) Management Limited

Minutes of members meeting held electronically on Tuesday 4th June 2024 at 5:00pm.

Attending:

A Jefferies
T Bunce (Proxy for A Bunce)
L Newman (Also proxy for A Ward)
N Ballman
A & A Marner

Managing Agent:

J Morris (Company Secretary)
T Dellow

Minutes

1. Apologies

None

2. Debtors

As of 4th June 2024, there are no debtors outstanding.

3. Maintenance

a) Grounds Maintenance

A gardening contractor is engaged to attend the site fortnightly in summer and monthly in winter.

b) Fascia

The fascia had been painted during the year which brings a welcome visual improvement. It was agreed to review the fascia periodically to determine when it will next require repainting.

c) Guttering

Works have been carried out to improve the guttering which included sealing the gutters. T Bunce suggested that the guttering could be upgraded to increase the capacity of the guttering, as overflow appeared to be common. It was agreed to review the work currently undertaken to determine if further replacement or upgrade work is required.

d) Window Cleaning

It was agreed to obtain a quotation for window cleaning along with gutter cleaning.

e) Rear Communal Area

It was agreed to continue to keep the rear garden maintained and free of weeds. Members may suggest any improvements to the area for the company to consider.

It was agreed that the company would maintain a washing line in the rear communal garden as the current line appears to have been installed by the company via a previous managing agent.

f) **Bins**

The general waste bins should be stored in the communal bin store at the rear of the site and residents will be reminded of this as required.

g) **Lock on Rear Gate**

It was agreed to install a code lock on the rear gate to improve security. The code will be provided to property owners and Council Waste Collection.

h) **Lock on Rear Gate**

N Ballman enquired of the garden boundary wall to the neighbouring property which had fallen. T Dellow advised that the wall belongs to the neighbouring property and that the company has no further information on the neighbour's refurbishment plans. It was agreed that T Dellow would make enquiries of the neighbouring property, which appears to have been sold since the collapse of the wall.

i) **Car Park**

A suggestion to paint numbers on the car parking spaces was declined.

j) **Tree and Hedges**

It was agreed to obtain a quotation for pruning the trees and hedges at the front of the property. This work is likely to need undertaking every 2-3 years.

k) **Tenant Disputes**

N Ballman asked if the nuisance caused by one of the properties would be addressed. A Jefferies stated that the property was going through Section 21 eviction proceedings and any issues caused by the tenant would either be addressed by the tenant or the landlord once proceedings are complete.

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 informed the meeting that the documents were available to view on the company website.

5. **AOB**

None

There being no further business, the meeting closed at 5:48pm.