

Brock End RTM Company Ltd

15 Windsor Road, Swindon SN3 1JP

Tel: 0330 606 1402

Minutes of directors' meeting held at The Marriot Hotel, Marlborough Road, Swindon on 22nd January 2020 at 1.30pm

Present:

D Salisbury	-	Director
R Yalden	-	Director
J Webster	-	Director
J Morris	-	Company Secretary

Mainstay Update

John confirmed that he has received no response to his 7th July email to Mainstay claiming a further £19764.70 of leaseholder funds held by Mainstay.

Debtors

Three flats still have arrears of service charge for the year to 31st October 2019, 3 Southwich, 4 Southwich and 10 Southwich, the total amount outstanding is £1,302.00. All leaseholders who have a current balance outstanding and are not currently paying in instalments have been sent a reminder letter and it is hoped that payments will be received shortly. The situation will be monitored and followed up with a final demand should the arrears not be received.

Recent Fire Risk Assessment

In accordance with the recommendations on the Fire Risk Assessment, the fire alarms at Betjeman and Vilett House have been serviced and are maintained under an annual maintenance contract.

As advised at the previous meeting, a contractor has carried out a fire door assessment in accordance with the recommendations of the Fire Risk Assessment. The inspector has verbally reported that the communal cupboard doors to Vilett House and Betjeman House are not all compliant. The written door inspection has been chased and this will be passed on to the directors once it has been received from the contractors.

Quotes will be obtained, and remedial work will be undertaken thereafter.

Maintenance

As agreed by the directors, the front door to Vilett House has been repaired and repainted. Repainting of the communal areas in Croft House and Newport Houses at a cost of £550 each has also been undertaken. Betjeman House internal communal redecoration will be undertaken shortly.

Gate Control

Residents were advised that the keypad pin access to the vehicular gate, will soon be removed. The majority are now using their door entry fobs for access and this has helped reduce the parking issues on the site.

AOB

There being no further business, the meeting closed at 3.30pm