

Brock End RTM Company Ltd

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**Minutes for directors meeting of Brock End RTM Company Ltd
held at 14:00pm on 26th October 2023 at Delta Hotel (Marriott), Pipers Way, Swindon,
SN3 1SH**

Present:

R Yalden	-	Director
J Webster	-	Director
J Morris	-	Company Secretary
T Dellow	-	Property Manager

1. Welcome and Apologies

There were no apologies.

2. Debtors

Service charges for 2023/2024 have recently been issued. There are no debtors for last year other than two properties who together owe just over £2,000 total. One of these accounts for over 75% of the debt and has therefore been passed to a debt recovery company.

3. Maintenance

a) Replacement Doors

The replacement of doors on Croft House, Newport House and Southwich House was discussed. A replacement should be hardwearing and long lasting and it was therefore agreed to proceed with replacing the wooden doors with a steel door and steel frame to open outward from the block. This is intended to improve security and reduce ongoing maintenance required on wooden doors and frames.

The costs of the work will be funded from the reserves however a Section 20 statutory notice is required to be issued as the costs will be in excess of £250 per leaseholder.

b) Gate Remotes

There are several gate remote systems currently installed. In order to improve security of the site and accessibility to residents, it was agreed to only use the Paxton gate remote system.

The new remote will be issued on a block-by-block basis and old remotes may be exchanged for a new Paxton remote. New Paxton remotes may be ordered and only 1 remote per property will be granted as there is only one parking space per apartment.

c) Carpet Cleaning or Replacement in all Blocks

It was agreed to obtain quotations for replacement carpets in all blocks. R Yalden noted that some internal walls were scuffed and could do with redecoration or wiping. It was agreed to ask the cleaning contractor to wipe the walls in the first instance to determine if the walls could be brought back to a reasonable condition.

R Yalden advised that there were items in the communal areas of Croft House and kindly agreed to contact the letting agent to request that these be removed.

d) External Redecoration of Vilett House

It was agreed to redecorate the exterior of Vilett House in the summer of 2024 subject to sufficient funds.

e) Vilett House Roof

A roof leak has been reported at Vilett House and will be investigated and rectified.

f) Vilett House Basement

It was agreed to upgrade the extraction system in the basement of Vilett House to improve airflow and reduce damp. The costs for this will likely be in the region of £1,000.

g) Pest Control Southwich House

A pest controller has recommended that a small channel is dug around the rear and sides of Southwich House and filled with pea shingle. A contractor has been engaged to undertake this work.

h) Tree at Southwich House

A tree surgeon had applied to remove a tree next to Southwich House owing to the size and proximity of the tree to the building. Unfortunately the Council have applied a Tree Protection Order on the tree and refuse to respond to correspondence, this means that no maintenance can be undertaken to the tree.

It was agreed to ask the tree surgeon to re-apply to the Council for the tree's removal in order to push a response.

i) Car Park Numbering

It was agreed to paint the property numbers on their respective car parking spaces to aid identification. It was noted that the current signage installed on the spaces respectively belong to each property owner who are liable for their maintenance.

It was agreed to write to owners to inform them that the spaces will be painted and that the current signage will be removed unless an objection is received.

j) Fire Door Inspection

An inspection of the communal fire doors and the main internal apartment door will be arranged in accordance with current legislation. Any defects observed during the inspection of the apartment doors will be passed on to owner of the defective door who should make repairs.

Any other business

a) Reserve Fund

J Webster asked what level the reserves should be held at, J Morris advised that the general rule of thumb is that the reserves should be held at about twice the annual service charge income. It was noted that the current reserves between each respective block vary between 1.4x the income and 5x the income. The lowest reserves held are by Betjeman House and Vilett House as they have fewer contributing properties but require the most work given their age. The higher reserves for the modern blocks will reduce due to spend on new doors.

b) Account Notes

The accounts for 2023 year end state that the next ground rent review date was 1st October 2023. J Webster requested that the next ground rent review date is stated on the 2024 year end accounts.