

MARINERS WALK MANAGEMENT CO. LIMITED

Annual General Meeting Minutes

Thursday 15th December 2016

Present:

Frobisher Road	Columbus Square	Cook Square	Mariners Walk (Flats)
Flat 24 – Mr & Mrs Smith	Flat 12 – Mr Chin	Flat 12 – Mr Mutler	Flat 12 – Mr Singh
Flat 40 – Mrs Brooks	Flat 13 – Mr Collins	Flat 33 – Mr & Mrs Smith	Flat 29 – Mr Itiveh
Flat 44 – Mr Hoare	Flat 15 – Mr Collins	Flat 34 – Mr Bessell	
Flat 76 – Mr Thakrar	Flat 20 – Mrs Singh	Flat 37 – Mr Smith	Houses
Flat 110 – Mr Bzowski	Flat 35 – Mr Forge	Flat 42 – Mr Collins	35 Mariners Walk –Miss Tolliss
Flat 118 – Ms Eastwood	Flat 37 – Mr Smith	Flat 45 – Ms Apere	40 Mariners Walk –Ms Pratt
Flat 120 – Mr Fothergill	Flat 43 – Ms Warnes	Flat 50 – Mr Wilson	
Flat 132 – Mr Collins	Flat 49 – Mrs Brooks	Flat 51 – Buckford Estates	
Flat 208 – Mr Thakrar	Flat 53 – Mr Wilson	Flat 55 – Mr Robson	
Flat 276 – Buckford Estates	Flat 54 – Mr Collins	Flat 56 – Mr Collins	
Flat 284 – Mr Jeffries	Flat 59 – Ms Disu		

Resolutions:

Resolution	Votes For	Votes Against	Abstained	Outcome
1. To re-elect Mr Kenneth Wilson as Director	19	0	0	It was resolved that Mr Kenneth Wilson be re-elected as Director
2. To re-elect Mr Dean Hoare as Director	20	0	0	It was resolved that Mr Dean Hoare be re-elected as Director
3. To re-elect Mrs Jane Smith as Director	N/A	N/A	N/A	It was noted that Mrs Smith had already resigned her position as Director prior to the AGM.
4. To elect Mr Kingsley Itiveh as Director	21	0	0	It was resolved that Mr Kingsley Itiveh be elected as Director

It was confirmed that Kingsley Itiveh was paid up and so was able to stand as Director.

It was confirmed that only those votes received where members were paid up fully with their service charges would be counted under the terms of the memorandum and articles of the company. **All members present were paid up.**

With no further business to discuss the meeting concluded at 19:50pm.

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Members Meeting Minutes

Thursday 15th December 2016

The meeting was opened by Tom Mitchell of Residential Block Management Services who turned to the agenda.

RBMS Update

Ubiflex Works

It was confirmed that lead flashing that had previously been stolen from many of the blocks, that works were carried out to replace this with a non-lead alternative called Ubiflex and these works have been completed. Signs stating that there is no lead on the roof were going to be fitted to each of the blocks in the hope that we do not see any more of the remaining lead being stolen. Concerns were raised that the signs would point to the fact that there was lead, the Directors agreed to think to about the signs and discuss with RBMS.

Roof & Guttering Repairs

Various blocks had Ridge Tiles and roof tiles missing or cracked on the roofs, these have been replaced with new. Guttering where damaged or missing was also repaired. RBMS will continue to monitor these into 2017 and any further repairs required will be dealt with.

Gutter Cleaning

The gutters to the blocks have been cleaned. A sum has been added into the 2017 budget to cover an annual clean so these will be utilised towards the latter part of 2017.

Lighting Repairs & Replacements

For many years the lights in many of the blocks were not working correctly. Some blocks had their lights on all the time, some were flickering and others just didn't work at all. All of these issues have now been repaired and the lights are now working correctly. The Directors of Mariners Walk are looking to have the lights replaced with LED lights. 3 Blocks have already had LED lights fitted and should these prove to be a success, all blocks will be changing to LED lights in 2017, a sum to cover these works is included in the 2017 budgets.

Pathway Repairs

Some pathway repairs have been made where the tarmac around the drain covers and/or BT service hatch was deteriorated. Further repairs are required to other areas of the pathways and these repairs will be carried out in 2017.

Health & Safety

Items in Communal Hallways – A notice was recently distributed to all flats asking for items to be removed and this was a success with many blocks removing all items. There are terms within the leases stating that no items are to be stored in communal areas. It was explained that those who rent their flats out that these obligations do still apply to the tenants and so please could landlords remind their tenants of this, we ask everyone to work together for the overall good of the development and your help in achieving this would be appreciated.

Future Works:

Fire Doors – Many of the fire doors within the communal areas of the blocks require updating, RBMS are currently in the process of obtaining quotes and these will be works carried out in 2017. Some doors have in the past had locks fitted which now have holes in where the lock used to be, this affects the fire integrity of the door and so the repair of these will also be included.

Electricity Cupboards – Some require fire stopping to prevent the spread of fire in the event of an emergency and should also be kept clear, the cupboard doors should also be kept locked shut at all times unless you are reading your electricity meter.

Emergency Lighting & Smoke Detectors – An annual 3 hour drain test is required for the emergency lighting and this will be carried out in 2017, with any defects being repaired to ensure the emergency lighting is working correctly.

Fire Risk Assessments – Up to date Fire Risk & Health Safety Reports will be carried out in 2017 for each block. Any items requiring attention from these reports will be dealt with and there are estimated sums within the 2017 budgets to allow for this.

Car Parks – The surfaces of all car parks are in need of repairs, it is our intention to obtain quotes for repairs and also the complete resurfacing of the car park areas. Please note resurfacing will begin in 2017 and will be an ongoing project with the worse effected areas being prioritised.

External Decorations – It was asked what was being done about the Dorian Burt report concerning external works to which the answer was nothing except to say the Directors will assess the condition of the blocks and in 2017 work will start on this overdue action. Previous quotes for the works were considered excessive and would not be pursued. It was said external works were last completed in 2001 but others suggested no work had been done since the blocks were built. Repairs and Sadolin coating may be appropriate or it may be more cost effective to replace fascias and soffits with UPVC.

Service Charge Arrears & Interest

It was asked what the up to date balance was. The outstanding balance as at 31st December 2016 is £106K.

It was confirmed that the 20% interest under the terms of the lease will be applied to all arrears as at 31st December 2016.

It was also confirmed that all service charges going forwards should be paid as per the terms of the lease, that is in full on the 1st January each year, the Directors wish to move away from instalment payments as the lease does not allow for such payments to be made. An annual standing order payment is acceptable, members should make the necessary arrangements to ensure that their 2017 Service Charges and those going forwards are paid in full.

It was asked if RBMS could provide the legal service of advising the mortgage company of any arrears instead of passing this over to solicitors. RBMS agreed to consider this possibility and would liaise with the Directors of Mariners Walk accordingly. It was agreed that Mariners Walk would use the money raised through charging interest to fund action against owners not paying their service charges.

Nominations for position of Director

It was confirmed that the current board of Directors would welcome any other members coming forwards to put their name forward as Director. The offer was put to those present and no names were received however it is still possible to put your name forward if you wish to be a Director, please contact RBMS.

Any other Business

Lease Extensions – It was asked if RBMS could provide a lease extension service to make the process easier. RBMS confirmed they could not, this is a process that had to be dealt with directly with the current freeholders.

Forensic Accounting – It was asked what the outcome of this was. It was confirmed that no Forensic Accounting took place and therefore there was no outcome.

Communal Satellite Cabinet Access – It was asked how these could be accessed and RBMS agreed to check. Since the meeting a key to the cabinets is now available to competent installers on request.

Roof aerials – When these were removed the hole left was patched with rigid plastic sheeting from the inside. It was asked if tiles could be used instead. This will be assessed during external decoration works.

Buildings Insurance – It was asked if the freeholder had tested the market, RBMS confirmed that they had not. It was confirmed that the lease was contradictory in that it states that both the freeholder and company should arrange the insurance, it has always been the freeholder who arranges the insurance. It was explained that because of the high claims history it would not be possible to go elsewhere and the better deal is most likely the one Mariners Walk already has. A statement was made that the policy excesses had increased compared to last year’s renewals, RBMS to check.

Post Meeting Note, policy excesses for comparison as follows:

Blocks	Renewal Date to 19th Nov 2016	Renewal Date to 19th Nov 2017
Columbus Square	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250
Cook Square	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250
Frobisher Road	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250
Mariners Walk	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250	Subsidence = £1,000 Storm, Flood, Water Damage = £350 Other Perils = £250

It is therefore confirmed that the policy excess’s on all policies remained unchanged.

With no further business to discuss the meeting concluded at 21:30pm.

Note: A discussion continued between a couple of members outside that of the members meeting Ray Robson stated any accusations made regarding fraud by Hayley Warnes whilst working at Amax were untrue.

The Board are aware Kent Police did investigate the allegations and that no charges were brought and the case is closed.

David Forge expressed concerns about the effectiveness, necessity and timing of spraying stock cocks with WD40 and replacing airbricks in 2014. The meeting ended without agreement on these matters.