

MARINERS WALK MANAGEMENT CO. LIMITED

Annual General Meeting Minutes

Thursday 23rd November 2017

Present:

Frobisher Road	Columbus Square	Cook Square	Mariners Walk
Flat 6 – Mr Robson	Flat 12 – Mr Chin	Flat 2 – Mr Robson	House 3 – Mrs Nation
Flat 24 – Mr & Mrs Smith	Flat 16 – Mr Robson	Flat 5 – Mr Behan	Flat 29 – Dr Itiveh
Flat 34 – Mr Phillips	Flat 35 – Mr Forge	Flat 12 – Mr Mutler	
Flat 44 – Mr Hoare	Flat 53 – Mr Wilson	Flat 21 – Mr Robson	
Flat 98 – Mr Robson	Flat 63 – Mr Beagley	Flat 30 – Mr Walker	
Flat 112 – Mr Robson		Flat 33 – Mr & Mrs Smith	
Flat 274 – Buckford Estates		Flat 34 – Mr Bessell	
		Flat 36 – Mr Adeduntan	
		Flat 37 – Mr Smith	
		Flat 50 – Mr Wilson	
		Flat 51 – Buckford Estates	
		Flat 54 – Mr Robson	
		Flat 55 – Mr Robson	
		Flat 58 – Mr Robson	

Ken Moore – Director – Residential Block Management Services Ltd

Tom Mitchell – Property Manager – Residential Block Management Services Ltd

Resolutions:

Resolution	Votes For	Votes Against	Abstained	Outcome
1. To re-elect Mr Kenneth Wilson as Director	12	0	0	It was resolved that Mr Kenneth Wilson be re-elected as Director

4 proxy votes were received all in favour of re-electing Mr Kenneth Wilson as Director.

With no further business to discuss the meeting concluded at 19:20pm.

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Members Meeting Minutes

Thursday 23rd November 2017

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

ESTATE

Resurfacing of Car Parks 18 & 22

The carparks outside of blocks 18 & 22 were resurfaced in September 2017, with new lines and numbers painted. The total cost for these works was £30,788.40 and this was paid for from the Estate Reserves.

Notes: Workmanship Guarantee for 12 months. All work laid in accordance with EN13108 (BS 4987).

The guarantee was questioned as those present believed this should be longer, it was agreed RBMS to speak to contractors to get this extended and also appoint an independent contractor to check the works.

Dumped & Non Roadworthy Cars

The leases states that only a roadworthy vehicle is allowed to be parked in the residents bays of the estate. A walk around of all carparks on the estate was carried out and a list drawn up of the suspected dumped and non-roadworthy vehicles on the estate and a total of 20 vehicles were listed. RBMS obtained the keepers details via the DVLA and sent letters to all owners requesting that they remove their vehicles or bring their vehicle up to a roadworthy condition. The DVLA cost is £5 per vehicle. This was very successful with a total of 18 cars removed from the site. The remaining two vehicles were then listed for removal and notices placed on those vehicles to that effect, those two vehicles were then also removed from site.

Currently we are also looking to have all vehicles without TAX or MOT removed from site or we are asking the owners to get their vehicles roadworthy so they can continue to use the car parks. A list of 31 vehicles have been identified and of which only 15 remain on site so we will continue with this ongoing task to ensure that the estate is clear of unwanted vehicles.

Fly Tipping

Is still a huge problem on the estate. We would like to remind all leaseholders that the large bulky items such as but not limited to, beds, mattresses, chest of drawers, all electrical items including fridges, freezers, washing machines, cookers etc are not collected by the councils usual bin collections. These items must be taken to the local tip, if they are dumped by the bins or recycling areas this is fly tipping which is illegal and carry large fines and/or even imprisonment. If you are a landlord please remind your tenants and managing agents of this and ensure that if an end of tenancy clean is carried out that your chosen contractor disposes of the unwanted items correctly. Anyone found to be fly tipping will be reported to Bexley Council for prosecution. The Directors and ourselves have had a meeting with Bexley Council and we are working with them to reduce the amount bulky waste coming from site. Posters have been put up in all blocks and a leaflet distribution was recently carried out again.

BLOCKS

Electricity Costs

Electricity expenditure in 2015 was £17,900, 2016 £10,600 and 2017 is estimated to be £6,000. Tariff changes were made early in 2015 and improved again in early 2016. Fixes and stopping theft then further improving things and the LED lamps carried this on. The cost reduced despite over 40 outside lights being fixed.

Guttering Repairs/Replacement

Various gutters on some of the blocks are leaking and a contractor has been appointed to carry out these repairs. These repairs will be completed in the coming weeks.

Internal Painting of Communal Hallways

The internal hallways and staircases of all blocks had the walls filled, sanded down and then painted. Many of the hallways were in quite a bad condition and so this exercise has brightened up the décor to each of the blocks. The costs for these did not come above Section 20 as the prices ranged from £100 up to £500 depending on the size and amount works required to each block.

Health & Safety

Ken Wilson has met with the fire safety officer from the local Fire Brigade and Tom Mitchell also met with RBMS's health and safety contractor on site to discuss the current health and safety of the blocks. Various areas were covered by both specialists and this has enabled us to come together with a plan regarding the blocks.

Items in Communal Hallways – We must continue to enforce a zero tolerance on items being left in the communal hallways. Storage of items in the communal hallways is forbidden, all items must be stored within the flats. These pose trip and fire hazards, in the event of an emergency any items in the communal areas could result in fire escapes being blocked which would impede residents escape also if the Fire Brigade have to enter the building it could also impede their escape attempts, so it is of utmost importance that all communal areas are kept clear at all times.

Loft Hatches & Access Panels – Loft hatches and Access panels to stop cocks are being replaced within all blocks to meet current fire separation regulations.

Fire Doors – Various fire doors have been upgraded ensuring that they have smoke seals and intumescent strips, thus improving the overall integrity of those doors. This means they will be able to prevent the passage of smoke in the event of an emergency. No Fire doors should be wedged open, they should be kept shut.

Electricity Cupboards – Rubber Matting will be placed on the floors to all electricity meter cupboards. This ensures compliance for when the electrical reports are carried out in 2018 to each block so we can achieve a satisfactory report on the electrical wiring of each block.

Trunking – There were many electricity cupboards with the large metal trunking missing or damaged, exposing the wires and cables belonging to the electricity meters, this trunking has been replaced or renewed where necessary so there are now no exposed cables.

Earthing – 6 cupboards in total had their earth cables missing, those that were missing or damaged have been replaced. This was required immediately otherwise UK Power Networks would have shut off the electricity until the fix was complete.

Ryefield Boards – Various Ryefield boards, where the main large fuses for each flat is kept, were damaged with locks missing or broken and the doors bent out of shape or missing altogether. All Ryefield Boxes within each block have been checked and repaired as necessary so if access is required either RBMS or Julie from JCS Cleaning hold the keys so access can be gained if required. Although any competent electrician should have this key as it is a standard key, if they do not hold one then they shouldn't be allowed access to the Ryefield Board!

Major Works - External Cladding & Guttering Works

Section 20 Notices have currently been served on Blocks 1, 2, 5, 9, 12, 14, 15, 19, 20 and 24. These are for the Repairs and over capping or replacement of the fascias, soffits and cladding with UPVC and replacement of the guttering and rain water pipes in UPVC deep flow guttering.

Works have started to blocks 1 and 15.

Blocks 2, 5, 9, 12, 14, 19, 20 and 24 have all been served with a Stage 3 Reasons for Awarding Contract showing the contract costs, the reserves balance available and because the reserves are not adequate enough to cover the full balance of the works each flat has been issued with an invoice for settlement, once all monies have been collected we will be able to confirm start dates for those blocks.

The remaining blocks that have not yet had Section 20 Notices served are Blocks 3, 4, 6, 7, 8, 10, 11, 13, 16, 17, 18, 21, 22, 23, 25, 26, 27, 28, 29, 30 and 31. The plan with all of these mentioned blocks is to

serve the Notice of Intentions and get these sent out to everyone at the beginning of 2018 with a view of getting all notices served and consultation periods completed and any invoices issued and paid by the time the good weather is with us in the spring of 2018 so we can then begin issuing start dates.

We have included sums within the 2018 budgets for reserves that will cover the total sum due so we will not need to send invoices out for blocks 6, 7, 8, 13, 17, 18, 21, 23, 25 and 27. All we need is for everyone within those blocks to settle their service charges on time, so we have the funds available.

The remaining blocks being Blocks 3, 4, 10, 11, 16, 22, 26 and 28, although we have also included reserve estimates these balances will not cover the works in its entirety and so we will need to send invoices out to those mentioned blocks.

So what are the costs:

We approached a number of companies to obtain a range of prices for this project and we received a total of 3 prices for the works and these prices are as follows:

Contractors/Block Type	12 x Corner Blocks	9 x 2 Storey Blocks	6 x Bedsit Blocks
Sean O'Shea	£11,557.68	£10,536.00	£13,557.93
Betterhomes	£18,228.07	£13,547.73	£11,299.94
Hilton Abbey	£14,427.36	£17,660.04	£32,067.84

The above costs are inclusive of all contractors costs, fees and VAT. The works will be carried out in two phases so it is confirmed that additional expenditure will be required in the future for the phase 2 works.

Please note that the prices for blocks 11, 12, 29 and 31 are to be confirmed. These are different blocks compared to that of the 12 corner blocks so prices will be sought in the new year for these and prices confirmed at a later date. We are expecting the prices to be lower than above due to less material costs.

Future Works:

Car Parks & Resurfacing to Continue – The Columbus Square Pathways and also the Car Park outside of Block 28 will be resurfaced in 2018. The plan for the remaining car parks is as follows:

2019 – Cook Square Pathways & Car Park 29 (Cost £12,431 & £14,890 = £27,321)

2020 – Mariners Walk Pathways & Car Park outside Block 7. (Cost £7,881 & £16,457 = £24,338)

2021 – Car Parks outside Blocks 3 and 4. (Cost, £5,864 & £17,813 = £23,677)

2022 – Car Park outside Block 1 & 8 (Cost £17,007 & £16,166 = £33,173)

2023 – Car Parks outside Blocks 11 & 12. (Cost £16,401 & £15,828 = £32,229)

Bin Room Lights – Some of the bin room lights are on switches and others are on the timers for the blocks. The plan is to have these upgraded to LED and then put onto movement sensors so only when the bin room door is open and the movement detected the lights will come on. It was suggested that the costs be looked at in just having the lights replaced with LED and the lights staying on all the time.

External Cladding – To continue as explained above.

Replacement of Damaged Screens – Many of the screens and main doors at the entrances of the blocks have been scratched with graffiti and it is our intention to replace those mostly affected so sums have been included within the 2018 estimated budgets.

Smoke Detectors Upgrades – The smoke detectors within all blocks should open the main communal door once the alarm sounds to allow easy escape for residents in the event of an emergency. It is our intention to have a kit fitted to each alarm to allow this to happen.

Access Panels – Access panels covering stop cocks where loose, damaged or missing are going to be upgraded to meet current fire safety regulations, this will prevent the passage of fire and smoke in the event of an emergency, should a fire manage to get into the walls of the building.

General Updates

Arrears – The total amount of arrears for 2016 was £106,461 and we are pleased to confirm that to date this has fallen to £27,380.20. We will continue to chase those in arrears to reduce this further.

Insurance – Insurance revaluation reports were carried out this year to ensure that each different block type was insured to an adequate level and these new valuations have been provided to Sinclair Gardens and have been incorporated into the 2017 – 2018 insurance renewals.

Bexley Councils "Rent it Right" Scheme – Bexley Council are consulting with residents, landlords and managing agents in the DA8 and SE28 postcodes regarding an additional licensing scheme that they are intending to implement. This means that landlords will need to apply for a license if they intend to rent out their flat. The landlord must be suitable and Bexley Council will vet each landlord by checking to see if they have any criminal convictions. Please see the Bexley councils website for full information on this scheme. The main points are as follows:

- All Mariners Walk properties are in the Manor Road Selective Licencing Area, maps are available on their website for exact areas.
- Landlords will have to be accredited.
- License Cost will be £371 for early applicants then £690 thereafter.
- Licenses last 5 years.
- Properties must have an Electrical Installation Condition Report which should be renewed every 5 years.
- Where applicable a gas safety check must be carried out annually.
- There are other conditions detailed on the website such as displaying contact details and providing details for refuse handling.
- The consultation process started on 20th November 2017 and is running until 31st January 2018.
- Owner Landlords should visit: <https://www.bexley.gov.uk/services/housing/rent-it-right-licensing-scheme-bexley> and complete the survey. The results will determine if the scheme is implemented.
- The document you will need is "Rent it Right Proposal to Introduce Discretionary Licensing Schemes – Consultation."
- Forum & Road Show details are on their website for anyone interested.

As a landlord you must visit their website and complete the survey to have your say.

Website – We would remind everyone that Mariners Walk does have their own website this is www.marinerswalk.co.uk and there are various records available online via the website such as accounts, buildings insurance certificates, expenditure reports, emergency lighting and smoke detector testing reports.

With no further business to discuss the meeting concluded at 20:50pm.