

THE WATERWAYS MANAGMENT COMPANY LIMITED

(Limited by Guarantee: registration number 03968441)

MINUTES OF THE 12th ANNUAL GENERAL MEETING

held at

Woodstock Road Baptist Church, 198 Woodstock Road, Oxford, OX2 7NQ

on

8th May 2019 at 7.30pm

Present

32 Members were present and 6 proxy vote forms had been submitted.

Rebecca Burt – Senior Property Manager – FirstPort Property Services

Rachel Dolacinski – Property Manager – FirstPort Property Services

Neil Taylor – Regional Manager – FirstPort Property Services

The meeting was opened at 19.30 by the Chair, A Olsen

1. To receive apologies for absence (from directors only)

Apologies received from A Mourby, B Shine and S Duncan (directors).

2. To approve the minutes of the 11th AGM held on 25th April 2018

No amendments were necessary. Approval of the minutes was proposed by D Wilson and seconded by H Buss. The minutes were approved by the members present.

3. Matters arising from the minutes from the 11th AGM held on 25th April 2018

There were no matters arising.

4. To receive the Annual Report of the Chair of the Management Committee

All Directors were introduced to the floor.

The Chair's report (previously circulated to members), including a report from the Gardening Sub-Committee from L Robertson, a report the Apartment Block Sub-Committee from P Reynolds, a report from the Treasurer from M Tovey and a report from the Scrutiny Sub-Committee from A Olsen was summarised verbally and received.

- 4.1. A member asked whether WMC are considering installing an additional pathway at the rear of certain properties on Frenchay Road. WMC do not intend to take any action in this regard
- 4.2. A member feels that a car park on Frenchay Road needs to be resurfaced. WMC explained that there is a long-term plan to resurface the car park areas – however money is an issue. Paving slabs and pathway repairs are being prioritised due to the Health and Safety implications and to manage continued expense. Once paving slabs are completed, car park resurfacing will then be the next priority.
- 4.3. A member asked if there was a covenant to ensure properties retain a common look and style. WMC explained that as long as the work received planning consent, WMC had no control over work to private houses across the estate. The Chair mentioned the Development Guidelines produced a few years ago, available via the WMC pages on the Waterways Residents Association web site, but these are guidelines only and are not enforceable.
- 4.4. A member of 115-141 Frenchay Road feels that lots of maintenance is being carried out which means a paying high service charge. The member questioned why maintenance is required on an 11 year old block. WMC explained that this block is actually 18 years old. There are many flat roof areas within this block which required replacement and so the costs have been high, particularly as separate scaffolding was required for each individual roof. The member asked when the charges will be reduced. WMC advised that charges had increased temporarily to make up the shortfall in the reserve fund and that the reserve fund will have to be built up again to a safe level but contributions are reviewed on an annual basis and so costs are likely to return to a more normal level in due course
- 4.5. A member has concerns regarding the county council's proposed Controlled Parking Zone (CPZ) proposal. WMC pointed out that historically parking has been an issue and emergency services and others have had access difficulties. The WMC has pressed the county council to find solutions. Proposals were issued for Elizabeth Jennings Way (EJW) and Frenchay Road. The Council implemented the plans for EJW but delayed the proposal on Frenchay Road due to objections. As roads are adopted and maintained by County Council, it has proposed a new CPZ for consultation, the first stage of which ended in December. If the county council decides to proceed, a second formal consultation will be undertaken with individual households. The final decision is for the county council alone and neither WMC nor Green Square has any direct input into this.

A member suggested that following previous experience in another development WMC should be proactive and have the ability to influence the proposals. WMC confirmed that they have already submitted a response on behalf of the committee to support the CPZ as a way of solving the parking difficulties across parts of the estate. Also WMC would be in a position to comment on any practical issues arising from a detailed proposal. A member advised that a lot of bureaucracy was involved and that only 20 visitor permits per year are issued to owners. The Chair said that there are pros and cons to the scheme, and individuals must make up their own minds and will be able to provide comments to the council.

- 4.5 A member advised that there is some confusion regarding location of bins when properties are located perpendicular to others. WMC are reviewing the location of bins but the covenant in the legal transfer document for houses requires bins to be

kept at the rear of the dwelling.

4.6 A member concerned that plants/trees and reeds in the wildlife corridor have been significantly reduced. WMC explained that regular reduction is necessary. Normally one section of reeds is retained, however this year this was missed.

5. To receive the Certified Accounts of the Company for the year ended 30th April 2018 (Issued to all members 26 October 2018)

The Certified Accounts were received. There were no questions. The approval of the accounts was proposed by M Payne, seconded by K Lack and agreed unanimously.

6. To appoint Wenn Townsend as Independent Auditors to the Company and to authorise the Management Committee to fix their remuneration

The appointment and the authorisation were proposed by H Buss, seconded by D Wilson, and agreed unanimously. Wenn Townsend were reappointed as Auditors and the Management Committee were authorised to fix their remuneration.

7. To appoint Directors to the Company, to sit on the Management Committee

Papers were circulated before the meeting detailing statements from members who wished to stand for re-election.

A vote of thanks was given to K Whitehead and S Duncan who were not re-standing as directors.

E Wheeler, L Robertson, R Stremme, B Shine, TT Chou, N Orme and H Sorenson stood for re-election as directors due to the requirement to be re-elected every two years.

All nominees were put to one vote and were proposed by D Wilson, seconded by E Barnes. The motion was passed by a show of hands.

This means there are 2x vacancies as directors on the management committee.

8. Close of meeting

The meeting was closed by the Chair A Olsen at 20.35