

WATERWAYS MANAGEMENT COMPANY
COMMITTEE MEETING
8.15 PM ON MONDAY 13TH OCTOBER 2008
MINUTES

Present:

Steve Matthews (Acting Chair), Margaret Bird, DianeCrocombe, Peter Higgins, Nick Robinson and Miles Thompson.

In attendance: Chris Attwater, Peverel.

Minute taker: Emma Thompson

1. Apologies

Apologies for absence were received from Nick Sampson, Louise Robertson and Asif Muneer.

2. Private Business

None reported.

3. Approval of minutes from Meeting 14 (11/09/08)

The minutes of the meeting were approved subject to the amendment of some inaccuracies.

4. Matters arising

Meeting 12

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| 4.1 | Produce selection criteria for the review of managing agents | <i>ongoing</i> |
| 4.2 | Set timetable for review of managing agents
Section 15 refers. | <i>ongoing</i> |
| 4.4 | Minutes of past committee meetings placed on WRA website.
Section 9 refers. | <i>ongoing</i> |
| 4.5 | Resolve slippery footbridges | <i>completed GSC</i> |
| 4.6 | Path on wildlife corridor | <i>ongoing GSC</i> |
| 4.7 | Lighting on wildlife corridor | <i>ongoing GSC</i> |
| 4.8 | Garden bin article in Waterways World | <i>ongoing GSC</i> |
| 4.9 | Lake water quality.
Section 13 refers. | <i>ongoing GSC</i> |

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| 4.9 | Lift defects | <i>ongoing</i> |
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WMC noted correspondence from Berkeley Homes dated 8th October which stated work on the lift pits was underway and once complete, warranty certificates would be issued.

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| 4.11 | PTSC minutes of meeting | <i>PTSC</i> |
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Action: director to prepare and circulate minutes of meeting.

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| 4.12 | Timescales for revision of WMC welcome pack and Good Neighbours Guide (meeting 14). | <i>ongoing</i> |
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Action: director to liaise with WRA to complete pack.

Meeting 13

All complete.

Meeting 14

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| 4.13 | Note to lease and property transferral documentation stating WMC position on sub-letting . Section 11 refers. | <i>completed.</i> |
| 4.14 | Developer requested to investigate mortice lock failures. | <i>ongoing</i> |

Action 1: director to complete article for submission to Waterways World prior to publication deadline of end of October 2008 or for entry into Spring edition.

Action 2: director to retain broken lock for analysis.

Action 3: WMC to discuss implications of resident responses with Berkeley Homes, pursuing the matter with the Health and Safety Executive, if necessary.

4.15 Financial update. Section 7 refers. *completed*

4.17 OCHA garden maintenance *ongoing*

4.18 GEM (Woodstock Lodge managing agents) garden maintenance *ongoing*

Action: director to review and approve letter drafted by Waterways Managing Agents to request improved standard of maintenance.

4.19 Special resolution on community room. Section 6 refers. *completed*

5. Report from AGM Sub-Committee (verbal report)

WMC noted that the AGM could not be held until a set of audited accounts was ready for presentation. The auditors had indicated that the paperwork would be complete by 17th October, subject to no additional queries arising. It was agreed that the WMC AGM should be held within 7-10 days of the WRA AGM and that, under the terms of the constitution, would have to be held within 15 months of the previous AGM.

Action 1: directors to revise content of nomination letter and include explanation of what should be included on form.

Action 2: director to make a provisional booking with the Baptist Church for either 2nd or 4th December 2008 after checking availability with chair.

Action 3: director to identify which directors standing down may wish to seek re-election and those who may wish to resign to establish vacancy numbers.

Action 4: managing agents to advise if co-opted director will need to stand for election under the terms of the articles of association.

6. Report from Community Room Sub-Committee

WMC noted a change in strategy from sub-letting the community room to Shout as resolved at the previous WMC AGM to discussing the potential to come to an arrangement with a provider to manage the room on behalf of the WMC, subject to this being agreed with a suitable provider, the freeholder's approval and the legal implications of such a strategy.

Resolved: that the paper should be submitted at the AGM.

7. Financial Update

An update on the accounts was received. It was noted that WMC had asked the managing agents to clarify the reasons for the overspend on gardening, general repairs and increases on lift maintenance as well as changes to electrical cost distribution. This clarification had been received.

Action: managing agents to draft an explanatory letter to accompany accounts for approval by WMC.

8. Complaints Portfolio

WMC noted a report summarising progress on various matters. One new case was included. Peverel had been asked to investigate a complaint relating to BACS payment collection.

WMC was also aware of concerns raised with the reinstatement of ground works to the bin store in Cox's Ground following remedial work conducted by British Gas. The latter would be monitored but no further action was required at present as it was not considered a matter for escalation.

Since the report had been produced a subsequent query had been received relating to the WMC's perspective on corresponding with those individuals who claim to represent a number of residents. It was agreed that for the sake of all parties concerned it would be appropriate for those individuals to advise the WMC separately that they are happy for a particular individual to represent them and that such an individual has delegated authority.

Action: director to respond to enquirer accordingly.

9. Previous management committee minutes

WMC noted that a resolution from the minutes dated 21st May 2007 appeared to preclude the distribution and publication of minutes from meetings held prior to the current Committee. This resolution appeared to contradict its Objectives dated November 2007 which stated it should be transparent in all business and publish its minutes as a matter of public record. The WMC felt that it would be inappropriate to publish full minutes from the previous Committee.

Action: directors to prepare synopsis of previous meetings for inclusion on website. This synopsis would be a précis of decisions taken and not a record of discussions.

10. WMC objectives

Action: directors to prepare a report for the AGM demonstrating progress against objectives.

11. Adjustment of transfer documentation wording

WMC noted and agreed the proposed wording on restrictive covenants drafted by the managing agents which incorporated building alterations, pets and sub-letting clauses and respective policy to be applied by the managing agents on behalf of the WMC.

Action: managing agents to include with all new transfers.

12. Report from Apartment Block Sub-Committee (verbal)

None presented as no meeting had taken place.

13. Report from Gardening Sub-Committee (verbal)

WMC noted that lighting on the wildlife corridor had to be given a low priority due to the cost involved but that it could remain a long term plan.

It was also noted that a contract had been established to test the quality of the water in the lake to ensure there was no leaching from previously polluted land on the development.

Berkeley Homes had confirmed that it would be making localised repairs to the tarmac along the wildlife corridor but would not be replacing the timber edging.

Action: managing agents to report outcome of water quality analysis to GSC.

14. Report from Parking and Traffic Sub-Committee (verbal)

WMC noted that a meeting had taken place with County Council Highways Department who had confirmed that the Council would not actively intervene with the status quo, other than legalise

existing yellow lines. The Council had yet to receive an application from Berkeley Homes to adopt Lark Hill and Elizabeth Jennings Way.

It had been suggested that measures could be taken to test resident s' concerns of speeding within the development which the County agreed to investigate.

15. Report from Managing Agent Review Sub-Committee (verbal)

Due to a conflict of interest, Peverel left the meeting.

WMC noted that a list of potential alternatives to the current incumbent had been discussed but no review would be undertaken this year due to timetable constraints and a lack of procurement experience. The current managing agents had managed the development for quite a few years and had good knowledge of the issues. It was recognised that the service provided by the managing agents had improved but the WMC was under an obligation to undertake a review annually. The WMC praised the account manager for the time he had dedicated to the development.

Action 1: following AGM the group will re-form and include consideration of performance measures by which Peverel will be monitored and establish timetable, criteria and project plan for formal tender process.

Action 2: director to write to Peverel advising that Peverel OM Ltd would remain the managing agents for the next 12 months.

16. Health & Safety

None reported.

17. WRA Matters

None reported.

18. OCHA Matters

None reported.

19. Maintenance update

It was reported that the managing agents were currently clarifying the legal and financial obligations relating to the upkeep and maintenance of Clearwater Place. Discussions were on-going with Berkeley Homes, the pension holder for the commercial unit and OCHA to secure a nominal sum which would be index-linked.

A firm would be instructed within the next few weeks to undertake the redecoration of the apartment blocks on Elizabeth Jennings Way.

20. Date of next meeting

To be confirmed. It was suggested the next meeting should be prior to the date of the AGM.

Glossary:

ABSC	Apartment Block Sub Committee
AGMSC	Annual General Meeting Sub Committee
CRSC	Community Room Sub Committe
GSC	Gardening Sub Committee
OCHA	Oxford Citizens' Housing Association
PTSC	Parking and Traffic Sub Committee
MARSC	Managing Agent Review Sub Committee
WRA	Waterways Residents' Association