

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO.34
7.30 PM ON WEDNESDAY 5 SEPTEMBER 2011

MINUTES

Present: Miles Thompson (Chairman), Mireille Levy, Sally and Richard Doyle, Martin French, Nick Robinson, Derek Summers.

In attendance: Rebecca Hill (Managing Agent)

Minute taker: Miles Thompson

1. Apologies

Paula Reynolds, Louise Robertson, Nicholas Orme, Raquel Stremme.

2. Private Business

None.

3. Approval of minutes from meeting 33 (06/07/11)

The minutes of the meeting were approved as a correct record.

4. Matters arising

4.1 Progress on Welcome to the Waterways booklet

A version of the booklet had been circulated to all members of the committee. The Chair encouraged all members of the committee to read it and if they spotted any typographical error or other improvements then they should pass the details to the director overseeing the finalising of the text.

5. Health and Safety

5.1 The Managing Agent reported that the next Waterways-wide on site health and safety audit had been booked to take place before the end of September.

6. Update from Managing Agent

6.1 Identity theft

The Managing Agent was awaiting details from the Crime Prevention Officer about post box designs for the apartments, that would be resistant to tampering and therefore to exploitation by criminals attempting identity theft.

RESOLVED

The Managing Agent to write again to the Crime Prevention Officer (copying in the Chair) and to provide a progress report at the next meeting.

7 Items from WRA

7.1 Nothing to report; no-one from the WRA was present at the meeting.

8 Subcommittee round-up

8.1 Treasurer

8.1.1 OM were thanked for their efforts in producing the accounts earlier than in previous years (by 15 August). This was providing valuable additional time to allow for the accounts to be scrutinised.

8.1.2 The accounts have to be submitted before the end of October.

RESOLVED

- (i) The Managing Agent to make recommendations to the Treasurer on the extent to which reserve funds should be used this year to off-set one-off maintenance costs falling on current members for works undertaken during the last financial year. The recommendation on the amount to be used is to be provided alongside information on the size of each relevant reserve fund after the recommended sum has been withdrawn and how much the affected members of the Company would have to pay were no contribution to be made from the reserve funds.
- (ii) The accounts will be circulated to all members of the committee with a deadline by which committee members must return any comments on the accounts to the Treasurer. Subject thereto, the Treasurer and the Chair are authorised to sign-off the accounts.

8.2 Apartment Block Subcommittee

8.2.1 Last meeting 20 July; minutes to be copied to Chair once approved at next meeting on 26 September.

8.2.2 Redecoration and carpeting of some apartment blocks is due to commence soon. The Managing Agent will shortly be writing to the affected members.

8.2.3 Following extensive internal building works to one of the apartments in Complins Close (no.37), the Managing Agent had written to the freeholders of the block to establish whether or not their required consent had first been obtained for the work. They have confirmed it was for all works except for the installation of wooden flooring. It is understood the freeholder has written to the leaseholders to require the wooden flooring be replaced with carpeted flooring.

8.2.4 Changes to gas regulations to be introduced in 2013 will require visual inspections of boiler flues. This may require the installation of inspection hatches in some cases. The Managing Agent will shortly be writing to affected members with details about this. Where possible, hatches should be provided within the demise of the leasehold and not in communal parts of the building.

8.3 Garden Subcommittee

8.3.1 Update on culvert maintenance

The County Council had been contacted regularly and had not responded to date on the issue relating to ownership of the culvert. Both the local County and City Councillors had been approached for help in securing an answer from the County Council.

RESOLVED

If no progress has been made within ten days of the meeting then the Managing Agent is to write again to both councillors (copying in the Chair) and asking for them to raise the matter with the line manager of the County Council officer from whom we had been told to expect a response.

8.3.2 Possible land purchase

It was believed the property had now been sold. No further contact had been made by them. The matter was declared closed.

8.3.3 Resurfacing of parking and manoeuvring areas on west side of Cox's Ground

Some parking spaces were demised to the adjacent houses. The manoeuvring areas may still belong to Berkeley Homes. No record has yet been found by the managing agent to evidence that the land had been transferred to the Company. Confirmation of ownership is being sought from Berkeley Homes.

8.4 Parking and Traffic Subcommittee

8.4.1 The kerb stone on the roundabout-by-the-lake on Elizabeth Jennings Way had been repaired. Otherwise nothing to report.

8.5 Feedback

8.5.1 Nothing to report.

8.6 AGM Subcommittee

8.6.1 Subcommittee to report to next meeting of Management Committee with a plan of preparation for the next AGM; with a view to holding meeting in March again and therefore to proceed to book a meeting hall if deemed by them to be appropriate to do so at this time.

8.7 Scrutiny Subcommittee

8.7.1 A meeting in August had been poorly attended due to members' other commitments. Next meeting was arranged for Monday 17 October at 7:30pm.

9 AOB

9.1 Nothing raised.

10 Date of next meeting

10.1 Monday, 21 November, Anchor, 7.30 pm