

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO 52

7.30 pm, Monday 8th September 2014

Present: Louise Robertson (Chair), Sally Duncan, Adrian Olsen, Imogen Olsen, Mary Tovey, Paula Reynolds, Nicholas Orme, Ann Hall, Hilary Sorensen

In attendance: Jeetindar Gill (OM)

Minute taker: Emma Thompson

1. Apologies

1.1 Apologies were received from Adrian Mourby, Tao Tao Chou, Raquel Stremme.

2. Private Business

2.1 None.

3. Minutes

Approval of the minutes from meeting 51 (14/07/14)

3.1 Subject to a number of typographical errors, the minutes were approved as an accurate record.

4. Matters arising from the minutes

4.1 It was noted that no further action had been taken against the resident who was refusing to pay part of their annual charge. No action would be taken until the outstanding monies due reached a minimum threshold. Over time, as additional administration fees were levied, the threshold would be breached.

5. Co-option of two new member of the Management Committee

5.1 An attendee was invited to leave the room whilst the directors considered two statements received from owners wishing to be co-opted on to the Management Committee.

5.2 Directors were advised that due to the formal receipt of a resignation from a director following the last meeting, two spaces were available to be filled. As a result, a previous director had decided to stand again.

5.3 It was unanimously agreed that both candidates' applications should be approved and the new director was invited to rejoin the meeting.

5.4 It was agreed that the director who had resigned should be thanked for their services during their tenure.

6. Directors' responsibilities

6.1 Having reviewed the matrix of responsibilities and, with the appointment of the new co-opted members, it was identified that a number of roles should have an allocated deputy to ensure continuity in the absence of any key role such as the Chair and Treasurer.

6.2 As a result, the Chair agreed to act as Deputy Treasurer, one co-opted member would take on the role of Deputy Secretary whilst the second co-opted member would support the feedback process and join the AGM Sub-Committee.

6.3 It was agreed that the list of responsibilities would be updated and circulated for information. The Chair thanked the secretary for expanding the summary of roles and responsibilities which had proven invaluable to directors.

7. Health and Safety

7.1 It was noted that following the recent incident in respect of the swale within Ryder Close, the loss adjuster had attended site but had unfortunately visited the wrong part of the development. OM had offered to meet the loss adjuster to ensure they returned to the correct area in order to determine whether any further recommendations were necessary. In the meantime, the cross bar on the swale had been smashed and OM was asked to take remedial action urgently.

7.2 The contact details for the individual who had subsequently protected the area with mesh were being sought in order to provide suitable reimbursement of out-of-pocket expenses.

7.3 It was proposed that the traditional key padlock which had been provided should be replaced with a combination padlock so that the Committee could control access and clear the swale when required, particularly during the winter months.

8. Sub-Committee round up

8.1 Finance Sub-Committee

8.1.1 It was reported that the draft accounts would be submitted to the auditors within the next few days and would be simultaneously copied to the Treasurer and Deputy Treasurer for their review.

8.2 Apartment Sub-Block Committee

8.2.1 The Managing Agent reported that Berkeley Homes had been on site to inspect all the lifts with the exception of an apartment block on Stone Meadow. Water penetration within the lift pits had only been found in the two blocks currently affected – Frenchay Road and Elizabeth Jennings Way. The developer had accepted liability and had agreed to pay for the remedial works to the pits.

- 8.2.2 The loss adjuster had verbally stated that they would accept the claim to repair the two lift mechanisms on this particular occasion, once Berkeley Homes had made good the lift pits. Any works necessary as a result of future flooding would not be covered.
- 8.2.3 Given that the lifts had already been inoperable for some time, the Chair would write to Berkeley Homes asking them to complete the repairs as quickly as possible. At the same time, they would ask the developer to provide a comprehensive report on the condition of the lifts across the development, detailing the recommendations arising from the recent site survey. OM would also enquire separately why the lift pit inspection had not been completed for Stone Meadow.
- 8.2.4 An update was provided on the Section 20 consultations as follows:
- (a) The second consultation period had just expired for the lift repairs on Elizabeth Jennings Way and the tenders would be reviewed shortly to select a contractor.
 - (b) The first notice was due to expire on 28th September for the Frenchay Road lift repairs.
 - (c) The Managing Agent was completing the tender process for the roof repairs for Elizabeth Jennings Way.
 - (d) The carpet replacement for five apartment blocks was being treated as one project and the first notice had expired in August and OM was conducting the procurement phase.
 - (e) The Apartment Block Sub-Committee would be reviewing the redecoration Section 20 process at its next meeting.

8.3 Gardening Sub-Committee

- 8.3.1 It was reported that the Council had agreed to contribute up to £8,000 (plus VAT) towards the removal of the silt from under Frenchay Road. Each load of silt would be tested separately for contamination to allay concerns raised by Bioscan in relation to potentially building up the bank with contaminated silt. The Managing Agent was awaiting confirmation from Bioscan to proceed. Lanes for Dranes would require four weeks' notice but the aim was to complete the work before the end of October.
- 8.3.2 In the meantime, no objections had been received from the Council or the Environment Agency, whilst Friends of the Trap Grounds was due to meet and report back this week.
- 8.3.3 It was noted that the annual clearance of the wildlife corridor was scheduled to take place at the end of September. Letters had been issued to owners and laminated notices would be attached to lamp posts.
- 8.3.4 It was reported that the works to the poplar tree on the green at the top end of Frenchay Road had been completed.

- 8.3.5 No response had been forthcoming from Berkeley Homes in relation to the provision of the access code to the electricity substation gate. Consequently, the subject remained open. It had been identified that the catch on the gate was frail and that OM should investigate whether an additional plate should be used to reinforce the mechanism.
- 8.3.6 The Managing Agent enquired which organisation would take responsibility for storing and removing tagged bicycles from the development during the bike cull. The Chair agreed to contact a resident to clarify which company would be undertaking this task. It was confirmed that the cull would be taking place throughout October, during which time, directors would be labelling bicycles which appeared abandoned. It was proposed that those bicycles which had been identified for removal could be photographed and catalogued to allow those residents who failed to identify their bicycles prior to removal, to reclaim their property before disposal. It was agreed that the bicycle cull process would be determined by the Gardening Sub-Committee at its next meeting.
- 8.3.7 It was reported that the area of ground next to 26 Cox's Ground had been highlighted to demonstrate to residents the extent of a proposed planning application.
- 8.3.8 A resident had enquired whether the Management Committee was taking any action to ensure noise and vibration mitigation as a result of the railway line upgrade. The Chair agreed to contact the Waterside Residents' Association once the relevant contact name had been provided by the concerned resident. It was noted that the provision of high fencing alongside the railway line was likely to receive a mixed reception.
- 8.3.9 It was reported that bin storage at the front of properties remained an issue and letters would be despatched in Lark Hill and Elizabeth Jennings Way. A timely reminder had been included in the most recent edition of the Waterways World. The Gardening Sub-Committee would continue to monitor the development on its walk-around.

8.4 Scrutiny Sub-Committee

- 8.4.1 It was agreed that each Sub-Committee would begin monitoring the Managing Agent against evaluation criteria which had been determined by the Scrutiny Sub-Committee.

9 Feedback

- 9.1 It was reported that white lines had been painted to denote each individual parking space within the Crescent on Elizabeth Jennings Way as a result of neighbours failing to keep within their parking space. One complaint had been received and the Chair would be meeting with the individual concerned.

- 9.2 A resident had painted their property number on their parking space. Following complaints received from another neighbour, the individual had confirmed that they would be reinstating the parking space.
- 9.3 Parking on Elizabeth Jennings Way was becoming increasingly bad, to the extent that delivery and emergency vehicles could not access the development. It was discussed whether this was a result of the extension of controlled parking zones elsewhere. It was agreed that the local councillor should be contacted to discuss the enforcement of double yellow lines and the increasing difficulties experienced on the development.

10 WRACIC

- 10.1 It was pleasing to note that more bookings were being received by the community room and that the creative writing course would be going ahead.

11 Managing Agent

- 11.1 It was confirmed that the Managing Agent should act as the postal address for the professional indemnity insurance.

12 Any other business

- 12.1 Another resident had reported the failure of a door lock, trapping the individual inside. The Committee confirmed that as this was a known fault, the resident should contact Berkeley Homes.
- 12.2 Directors were encouraged to attend the Summertown & St Margaret's Neighbourhood Forum which was due to meet on Monday 15th September.
- 12.3 The Secretary agreed to circulate the contact list so that the new members could be included and any other amendments made.
- 12.4 A notice had appeared within the apartment blocks which seemed to suggest that as surface water discharged into the wildlife corridor those living on the development may not be liable to pay the surface water drainage charge. The directors agreed to investigate whether there was any truth to the matter.
- 12.5 The remaining copies of *Welcome to Waterways* were distributed to directors for circulation to new tenants within the development. Another print run would be necessary. Green Square would be approached as OM had paid for the previous publication.
- 12.6 A planning application for an extension to 16 Complins Close was received by the Committee. Those directors who felt it was not in keeping with the development and was excessive and overbearing were encouraged to submit a comment on the planning portal. The Chair reported that she had already issued the guidelines approved at the last AGM to the Planning Department for information. The local Councillor had also been notified.

12.7 It was reported that Rebecca Hill had given birth to a baby boy and that both were doing well. The Committee asked OM to pass on its congratulations.

13 Date, time and location of future meetings

13.1 It was noted that future meetings would be held at 7.30 pm in the Community Meeting Room as follows:

11th November 2014

13th January 2015

10th March 2015