

## **The Mayesbrook Gardens (Barking) No. 2 Residents Company Ltd**

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**Minutes of Annual General Meeting held on Wednesday 8<sup>th</sup> October 2014  
at Parkside Community Centre, 176 Goodmayes Lane, Barking, IG3 9PP at  
6.30pm**

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**Present:**

John Law, David Meredith, Daniel Caine, Robert Spinks, Mr P Graves &  
Ms F Graves

**Also present:**

Derek Lee - PMMS

**Apologies:**

none

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Derek Lee agreed to chair the meeting.

**1. Notice convening meeting**

The notice convening the meeting was taken as read.

**2. Financial Statements for the year-ending 31 December 2013**

These had been circulated prior to the meeting. Derek Lee explained the accounts in detail. He also gave an update on the financial position for the current year and it was noted that the bulk rubbish costs have been significantly better since the gates had been fitted to the dustbin stores. It was agreed that when service charge demands are issued this totally avoidable cost should be highlighted to make all residents and owners aware. The accounts were approved unanimously.

**3. To accept Resignations and to appoint Directors**

There are no resignations. Robert Spinks agreed to be nominated as a director at this was proposed by David Meredith, seconded by Daniel Caine and agreed unanimously. Therefore the Board of Directors now comprises three members, these being Robert Spinks, John Law and David Meredith.

**4. Re-appointment of Accountants**

Following the decision at the last meeting venue accountant has been appointed resulting in a significant cost saving. It was therefore those by the directors and agreed unanimously to reappoint Robert W Belcher to serve as accountants to the company until the next AGM.

**5. Any Other Business**

- 5.1. **Gardening** – although there have been some improvements to the gardening there are some issues that still need to be dealt with. Derek Lee proposed and it was agreed that the shrub beds in front of block 81 to 95 either side of the entrance way should be cleared completely and replanted. Consideration will be given to planting bushes of a sufficient height and type immediately under the windows to maintain security for the ground floor flats. It was suggested also, and agreed, that similar areas at the rear of the block be looked at and dealt with in similar fashion. The cost of this work will come from reserves.
- 5.2. **Bin store cleaning** – PMMS will shortly appoint a contractor to jet wash and if necessary deep steam clean the bin store concrete floors and also unblock the small gully drains within the same bin cupboards. Once this has been done the onus will be put on the cleaning contractor to sweep, wash and disinfect the bin store areas fortnightly from then on.
- 5.3. **External Decorations** – this has now been held over to 2015 and will take place in April/May. Prior to the work taking place all owners will be contacted to remind them that their windows must be in a sufficiently good state of repair for the decorating to take place. The letter will include details of Broadway Builders whom flat owners can contact to carry out an inspection and assessment of their individual windows and provide quotes for any work that may be deemed necessary. Owners wishing to replace their windows with UPVC will be reminded of the conditions relating to appearance and style which must be adhered to if they wish to consider this option.
- 5.4. **Communal windows** – prior to the decorating, quotes will be obtained to change all communal windows to UPVC.
- 5.5. **Plumbing inspection** – It was suggested properties carry out a visual inspection on their plumbing due to the numerous insurance claims involving leaks between properties, however as the majority of pipework is hidden behind panelling or under the floor this would not pick up all potential issues effectively. It will also be pointed out that the insurance excess for water damage claims is now £750.
- 5.6. **Gate and railings** – a sample picture and a quotation for a simple vehicle barrier across the vehicle entrance was shown to the meeting but all agreed that this was not sufficient and the company should be approached to come up with a feasible design and location for not only vehicle gates but also pedestrian gates and railings to completely secure the entrance to the TMG2 part of the estate.
- 5.7. **Unauthorised access through boundary fence at rear of the estate**- two of the newly built properties on the development at the rear of the estate (numbers 2 & 6 Fellowship Way) have made gates in our boundary fencing to enable them to have access onto our private land where they are parking their cars. This issue has been taken up with the tenants and owners of both properties concerned and also with L&Q who are the housing association administering this neighbouring estate. This issue was first reported in July and ultimatums have been given to the individuals

concerned that they face legal action for trespass if they continue to park in our car park and use the gates as a means of access to the rear of their properties. Given the time elapsed since it was first reported and dealt with on site it was agreed at the meeting that unless there is a very swift cessation of trespass, PMMS will engage solicitors to take the matter further on behalf of TMG2.

- 5.8. **Unauthorised parking** - in addition to the above 2 blue vans have been noticed parking on our property and it is believed the owner/driver of these also live in the houses in Fellowship Way as an individual has been seen climbing over the fence along the same boundary.
- 5.9. **Gutter clearance**-PMMS to engage a contractor to have all the high-level guttering cleaned and cleared and repaired as necessary before the winter.
- 5.10. **Newsletter** – to be sent to owners and residents regarding items discussed such as windows, and other works and repairs which are due to take place.
- 5.11. **Next AGM**-it was agreed that this should be held in June or July 2015 as it was felt the 2014 AGM had been held unnecessarily late in the year.

There being no further business, the meeting closed at 7.40pm.