

## OAK RH19

### Minutes of the AGM

4 July 2019

Chaired by Tony Browne

1 Meeting commenced at 19.35am

Attendees: Representatives of 15 of the 'signed up' apartments

Apologies: Chris Brooks (Treasurer) plus 9 other members

2 The minutes of the meeting of 02/08/2018 & Extraordinary Meeting 29/11/2108 were Proposed by Di Phillips, Apt 54, seconded by Glen Owen, Apt 14, approved unanimously by those present.

3 No matters arising

4 **Chairman's Report** – The chairman gave the following report.

On behalf of the current committee I welcome you all here this evening almost one year after the initial meeting that was arranged to bring this organisation into being.

During the year we have undertaken liaison with First Port the managing agents for the development on a number of issues which I will briefly talk about later, have registered as a formal owners Association (FPRA), and set up a website.

As a new committee we have been learning as we go along, and with some change of personnel over the period have made good progress on some issues, whilst still fighting on all fronts.

The main points of issue with First Port have been:

**Water Pump:** The current position on this issue is that

- FP has accepted a settlement of 2/3 of the associated costs from the building insurers.
- OAK has advised FP that the balance should be obtained via the contractor whose work seems to have invalidated the cover, failing this they should treat it as a PI claim for mismanagement.
- OAK have strongly stated the remainder should not be passed on to the owners.
- We await further response from FP.

**Transparency of accounts:** The accounts issued by FP are extremely difficult to understand and separate out various items.

- OAK has advised FP of their concerns and have highlighted to FP various elements as examples.
- Due to OAK being a registered Owner's Association we are entitled to see all the accounts.
- FP has indicated they will try to make the accounts clearer.
- However, you should have recently received a letter from FP giving an update to the supplementary year end charge with a request to pay the outstanding balance – beware because if you pay by direct debit the figure will be grossly over the yearend balance you should pay which is likely to be around the £150.
- I have spoken with FP's accounts department and they have confirmed this is an error and will look into it – so much work to do yet on this issue I regret to say.

**Lift:** Problems with the lift in the block 17 – 50 Kiln House

- The lift has a problem trapping people on the upper floor.
- OAK has challenged FP to determine the root cause, however this led to a suggestion to spend an excessive amount of money to the lift.
- Challenged by OAK there has been a further inspection by the lift maintenance company attended by us and they agreed much of the upgrade costs were not appropriate and necessary.
- Awaiting FP to advise they have this report formally from the maintenance company and undertaking the work which we trust will address only those aspects that are required.

**Water Usage Billing:** This is approximated, lumped into the management accounts and then adjusted at the end of the year

- OAK has asked if this can be separated from the management charge.
- It would also be good if it could be a separate invoice – *helps those with tenants*
- OAK would like the last years meter readings to be the basis of the start of year estimate, not the size of the flat
- FP have agreed to look at all of these points.

A face to face meeting has been held with FP and Focus telephone calls are ongoing so any issue you wish us to raise with FP through OAK, please use the website to bring these to our attention and they will be slotted into these meeting and calls.

**Website:** the website is available to all and is at [www.oakrh19.org](http://www.oakrh19.org). Roland Pickering explained that he had prepared the site based upon what he considered was what the members would find useful but wished to have any comments and suggestions from the members.

It was explained that all communication between the members and the committee should be via the website and no longer via Mick Shiel's email.

A newsletter was planned but a member needs to sign up to receive this. This is simply done on the website by clicking the request to have the newsletter. You will then be sent an email which requires you to confirm this desire.

It was requested that the committee consider a forum type element to the website. Roland advised he would look into this but thought it might be more appropriate to set up a Facebook group.

**Committee to consider**

## **5 Treasurer's Report**

In the absence of Chris Brooks it has fallen on me to provide you with this summary. OAK RH19 came into existence after our 2<sup>nd</sup> meeting on 7<sup>th</sup> July 2018, between that date and our next meeting on 2<sup>nd</sup> August 2018 it was agreed that a subscription of £5.00 per apartment would be sufficient to provide funds for expenses such as hiring meeting room's postage & stationary.

It took until 11 September 2018 to set up a Bank Account for OAK RH19.

Following an EGM on 29<sup>th</sup> November 2018 it was also agreed that members should pay a further £20.00 per apartment. This was to provide additional monies to join FPRA and also give us a start of a fighting fund if the need arose.

At our Executive meeting it was decided that any new members were to pay £5.00 joining fee and £2.00 pro rata for each month.

There were a few cash payments in and also expense's going out prior to the account being set up. This I believe has been reconciled by Chris unfortunately I do not have those details immediately to hand.

What I can say is that since the Bank Account has been opened we have, by way of subscriptions plus the additional cash injection.

<b>Paid In</b>	<b>Paid Out</b>	<b>Balance</b>
<b>£846.00</b>	<b>£279.38</b>	<b>£566.62</b>

**6 Executive Committee Nominations** – The following existing members were duly re-elected: nominated on bloc by Sarah Heron, Apt 9, seconded by Chris Gallard Apt 10.

**Tony Browne**      **Chairman**

**Mick Shiel**      **Secretary**

**Roland Pickering**                      **Member**

**Chris Drake**                              **Member**

In addition

**Glen Owen**                              **Treasurer**    Proposed, by Di Phillips, Apt 54, seconded by Eileen Areneta, Apt 4 all elected unanimously for 12 month tenure of office.

The committee asked all those present to talk to other owners who live on the site to ask them to come forward to be a member of the committee.

The post of **Deputy Chairman** remains vacant.

## **6 – Subscriptions**

It was proposed and approved that the fee for joining will remain at £5 but the yearly fee would be £24 which would allow the balance in the association bank account to be sufficient to allow some legal process should FP come back to the owners to recover the remainder of the pump costs.

Fees will be due on 1 November 2019 – a reminder will be issued via the website at this time.

The £2 per month fee shall apply for both those joining and leaving part way through the year.

## **7 Any Other Business**

- a. **Waste smells** - The meeting was advised that if apartments at the top of the buildings experience smell from the waste pipe it could be a faulty vent extractor, and this is something that should be reported to FP as it is their responsibility.
- b. **Parking in the internal spaces** – people are experiencing tickets from the company (UKPC) that FP allow to police the parking in their own bays. Some people have advised FP that they do not wish their space to be policed and this FP must respect.

It was agreed that through the website we will seek the views of the members as to whether as a block we want the spaces not to be policed. Do they still want UKPC to continue to patrol the parking bays or should they be restricted to preventing unauthorised parking only in Fosters Place, in particular parking on the footways O/S Bin store and Gas meter cupboard.

Additionally, we will try to ascertain whether physical controls such as a drop-down bollard is preferred by the members or will they police their space themselves.

- c. **Parking on the street** – It was noted that resident's had received a letter from Mid Sussex District Council advising that the development will no longer be granted resident's permits for the public roads. Consequentially, they will not qualify for visitor's tickets. This is of great concern and it was suggested a sub-committee should be formed to address this issue.
  
- d. **Ground Rent** – Members were advised that E&M are allowing non-first-time owners to have adjustments to their lease that would remove the onerous clause that allows for a doubling of the figure every 10 years.

It was thought that this would be adjusted to RPI and it was suggested that a cap should be sought to prevent it being more than the current figure.

To take up this offer of the change it is necessary to go on E&M's website.

It is unclear whether the cost of a solicitor will be borne by E&M or not as to our knowledge no one has got that far yet.

**8** Date of the next meeting – No date was set.