

Notes of the AGM of the Palms II Complex Maintenance Association

Held on

26 Feb 2021

(N.B. Because of the Covid pandemic, this AGM was conducted electronically using the Palms 2 website and email. Comments attributed to members in these notes were made by email and are held on file.

MC comments derive from an MC meeting held on the 26 Feb to discuss matters arising from member feedback).

1. Minutes of 2020 AGM meeting.

No comments received. Hence the minutes are accepted as a true record of proceedings

2. Management Committee report for FY 20/21

Thanks were received from Ian & Karen Davies (Apt LG3), Merwyn D'Souza Apt MG1, Andrea Burton Apt NG3 & Minaxi Desai (Villa P1) for the efforts and accomplishments of the MC in its first year of operation.

Andrea also commented how fortunate we were to have Vishnu Kapoor as an MC member & our 'man on the ground'. The other MC members endorse Andrea's comments – Vishnu's presence on site and all-round capabilities are indeed of great benefit.

No other comments were received.

3. FY 19/20 Audited Accounts.

No comments received.

The MC noted that it was awaiting explanations of the liabilities & tax entries in the accounts.

4. Maintenance fee report

Andrea Burton expressed satisfaction that the number of members in arrears had been reduced to one and said she hoped that would mean there would be no repeat of members being in arrears next time. The MC agreed Andrea's comments and noted that the future success of the Palms 2 complex depended on it - hence the Maintenance Fee proposition which is aimed at achieving a timely collection of 100% of fees via a simplified, less labour intensive process.

5. FY 20/21 Forecast Expenditure.

Andrea Burton said the financial strategy that had been adopted by the MC appeared to be beneficial and successful.

6. Elections to the Management Committee

Nominations had been received from:

- Ron Oldfield, Chairman
- Vishnu Kapoor, Vice Chairman & Treasurer
- Nick Arnold, Maintenance Officer
- David Morphey, Secretary

There being no other nominations, the persons above were re-elected unopposed.

The Chairman noted that there was still a vacancy on the Committee for someone to take on the membership liaison role. Also it was noted that Mr Braganca wished to cease his role as a cheque co-

signatory. It would be helpful if a member, ideally someone living on the complex or nearby, would agree to be a co-signatory.

7. Propositions from members

One proposition was tabled. This was from the MC seeking to amend the maintenance fee invoicing and collection process to make it more robust and less labour intensive.

Andrea Burton commented that it was eminently sensible and she would support it. Minaxi Desai also fully supported it.

There were no further comments nor suggested amendments.

Because this proposition seeks to amend the MoU, it will now go a vote of all members to either accept the proposition or reject it.

An email with voting instructions voting will follow these notes.

8. Maintenance programme - Progress to date and forward plan.

Andrea Burton supported the policy of minimising the use of contractors for work that can be done by our own staff thus reducing costs and increasing staff ownership of tasks.

Andrea also said she approved of giving staff proper job descriptions, roles, responsibilities and rewards, which will help them take pride in their jobs as well as feeling valued for their work.

9. Proposed maintenance fees for FY 21-22

Minaxi Desai said she welcomed the proposal to keep maintenance fees at the same level for next year. She suggested that perhaps an additional sum might need to be raised in subsequent years to ensure there were funds available for capital expenditure. The MC noted the suggestion and will bear this in mind as the future maintenance plan is formulated.

There were no further comments.

The MC noted that, once the voting has completed on the maintenance fee proposition i.a.w. para 7 above (this will be timetabled to complete by mid-March), fee notifications will be sent to all members by the end of March for payment in April. The MC will include a facility for those UK based members who wish to do so, to pay their fees in Sterling through the UK bank transfer system. Instructions for both Rupee and Sterling payments will be provided.

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10. Any other matters

None were raised.

David Morphey
(Secretary, Palms II Complex Maintenance Association)

Subsequent Emails sent out by the Secretary to:

- 1) **Conduct the online vote on the Maintenance Fee proposition**
and
- 2) **Report the results of the Vote**

On Mon, 1 Mar 2021 at 16:55, Palms 2 Committee <palms2residentsassociation@hotmail.com> wrote:

To: Members of the Palms II Complex Maintenance Association

From: The Management Committee (MC)

Subject: Voting on the proposition to amend the maintenance fee invoicing and collection process

1. This email follows the earlier email of 26 Feb 2021 which reported the outcomes of the 2021 AGM including the need for a member vote on the proposition to amend the fee invoicing and collection process as detailed under item 7 of the agenda.
2. This email invites voting members to cast their vote. **All that is needed is a reply to this email saying either 'Accept' or 'Reject' together with the name of the voting member casting the vote.** Please ensure replies are returned by 10 March at the latest.

3. The MC believes this proposition is essential to the ongoing financial stability and continued good maintenance of the Palms 2 complex and respectfully requests **all** voting members to exercise their vote and '**Accept**' the proposition.

Kind Regards

David Morphey (Secretary *on behalf of* The Management Committee)

To: Members of the Palms II Complex Maintenance Association

From: The Management Committee (MC)

Subject: Voting on the proposition to amend the maintenance fee invoicing and collection process

- Further to the email below, the deadline for votes being cast has now passed.
- The voting count was as follows:
 - Accept - 31
 - Reject - 0
- The proposition has therefore been accepted by members of the Association and the MoU will be amended accordingly.
- Copies of the votes received will be filed in the records of the Association.

Thanks to all those who participated.

Maintenance fees for the forthcoming Financial Year (2021/22) will be notified to members by email on Monday 15 March 2021 for payment between 1 April and 30 April 2021. Details of how to pay will be included.

Please note that in accordance with the proposition, the notification will take the form of a maintenance fee list emailed to all members. Individual receipts for payments received will not be issued - instead the fee list will be posted on the website and as payments are received, the list on the website will be annotated accordingly.

Kind Regards

David Morphey (Secretary *on behalf of* The Management Committee)