

The Pavilion Management Company Ltd

Main points from 2022 AGM Meeting held 06.12.22

The meeting was held as a Zoom.

Attended: Hannah & Will Scammell (host), Holly Dunlop (minute-taker), Phill Mogridge, Darren & Heather Wheeler, Sarah Simpson, Sheila Bayes, Peter Townsend, Gillian Stonham

Apologies: Galina Atkin, Sue Hudson, Jennie Boothman, Garry Seddon, Gary Over, Sally Billingham, Steve Watmore, Jacqueline Allen

No RSVP: Mr Beatham/Ms Seabrook, Concise homes, Sweet Rentals, Adam Baker, Garry Seddon, Sam Cocking, Ben Staff

These are the main points discussed in the meeting:

- Online system for reporting maintenance issues through the website continues to work well. Everyone reminded to use it.
- Also encouraged to email secretary@pavilionlife.org to report any non-maintenance related issues or complaints throughout the year.
- Hannah got window cleaning quotes via Jigsaw which seemed expensive (£600 a time) – but will gather more quotes and is aiming to set up a date for window cleaning by the end of the 1st quarter 2023. After the initial cleaning, we can decide whether it's worth continuing.
- Access may be required through any ground floor flat to allow cleaning all windows if required.
- Hannah has also contacted Jigsaw for quotes to paint the inside of the flat stairwells. Jigsaw haven't yet responded so will chase.
- The car park continues to cause issues. Concerns include residents' spaces being parked in by other cars or commercial vehicles, cars parked outside their allocated single space making it harder to drive safely, and vehicles obstructing the entrance (including for emergency services).
- The following steps were agreed:

- Three new signs will be added to the entrance (“private residence parking only”), the visitors parking bay (“visitors parking”) and outside the bin store (“Strictly no parking”)
- Letters will be placed in letter boxes to remind residents/tenants of the car parking rules and highlight recent issues (an email was sent during the year but this may not have been seen/passed onto tenants).
- Direct contact to letting agencies by the Management Company
- All to report issues (being as specific as possible) to secretary@pavilionlife.org
- See line painting comments at the end of the minutes
- Question raised around the definition of a commercial vehicle, regarding these not being allowed to park in spaces. Size/weight was discussed, but all agreed to use the definition of no advertising (and normal rules around it fitting within the allocated space apply).
- Question raised about whether car spaces can be sub-let. All agreed it’s fine for this to happen as a personal arrangement but will not be arranged by the Pavilion Management committee, nor will they get involved in disputes. Property owners remain responsible for adhering to car parking rules.
- Question about painting the doors on the houses. All agreed it would be nice if it’s kept in keeping with the current colour palette of the houses. However, need to refer to the lease to check the wording.
- Fire risk assessment to be completed in 2023.
- The fire alarm in stairwell A has gone off several times this year and occasionally silenced rather than following the correct procedure of contacting Jigsaw.
- Another email will be sent to remind flat owners of the emergency contact details and a sign will be put up next to the fire alarm box.
- Reminder to all that this only in the event of the alarm continuing to sound with no sign of fire. Never presume it’s a false alarm and always take sensible precautions to exit the building.;
- Finance forms will be updated by the end of the year and available on the website.
- The annual service charge will be kept the same as 2021 and 2022 (£850 for the flats and £225 for the house). The deadline for payment will be

extended by a month, to 31st January 2023. Holly to email out Invoices to all shareholders this week.

Zoom meeting ended and had to be re-started, at which point we lost a few members

- Volunteers are always welcomed and encouraged to join the committee.
- There were no volunteers during the meeting, but if anyone else would like to join, then please let us know by emailing secretary@pavilionlife.org
- Question raised about a previous suggestion to paint lines in the car park - white lines around car parking spaces (to assist reverse parking) and yellow cross-hatch on the problem corner outside the bin store
- Hannah will source quotes and colours and owners will be contacted before a decision is taken.
- Reported that dog mess was seen in the communal in the garden during the summer which is unacceptable. A reminder that animals are not permitted to live in the flats. Any mess or other signs of animals living in the flat such as ongoing barking must be reported and will be investigated.
- Thanks to the Management committee (Hannah, Will and Holly) for assisting through the year.