

The Pavilion Management Company Ltd

Main points from 2023 AGM Meeting held 05.12.23

The meeting was held as a Zoom.

Attended: Hannah & Will Scammell (host), Holly Dunlop (minute-taker), Phill Mogridge, Sheila Bayes, Gillian Stonham, Sarah, Hannah, Rachel

These are the main points discussed in the meeting:

- Overview of ongoing maintenance issues. Maintenance report available on site.
- Online system for reporting maintenance issues through the website continues to work well. Everyone reminded to use it.
- For other queries, use email address: secretary@pavilionlife.co.uk
- AOB – lighting outside Sarah's property. Brighter than it was prior to being fixed. Now beaming into house.
- Fire risk assessment, a lot to do and quotes to get, eg. Replacement of doors. Aiming to get done ASAP – in the first 6 months of 2024.
- Lovell have taken over Jigsaw (but still working as it has been) – Shaw has been asked to stay on as the maintenance man, he knows building well and has proven to be reliable to undertake routine tasks (including the weekly fire alarm etc.). However, Lovell may be better suited to undertake fire assessment actions.
- Painting not yet done due to other priorities (replacing fire alarm system, fire assessment and cleaning of the PVC).
- We're required to know if tenants are non-working (students, asylum seekers etc.) for insurance purposes. Will to share wording with Holly to send email to all. Non-response will be presumed as no.

Car park:

- Bollards are up on the corner (restricted to where we are allowed to put them – can't do it on the Syd Wilson court road section). Has stopped serious blockages.
- Flat 3 identified as having multiple vans parking in the carpark or using other people's spaces. – Will to visit the current tenants to remind them they have one space only and mustn't use additional ones.
- Reminder to share details on the email address so it can be logged and followed up – photos, reg numbers, number of days etc.

- Potential long term solution of more parking spaces required. Suggestion to re-arrange car park to add additional spaces (eg. extend visitor parking, or increase length of residents' spaces). Some felt this would help. Others had concerns that losing the green spaces would reduce the appeal and charm of The Pavilion.
- Hannah will look at costs of bollard/gate, company to manage offenders.
- Look at the costs for individual and either ask or take a vote for them all the

Finances:

- Financially – a lot spent on the successful replacement of the fire alarm system. Painting on the back burner.
- Last year we were on £16,000, this year it is just under £14,500 (normal general maintenance has remained the same, extras have added the lot).
- Agreed for the service charge to remain the same.