

PAVILION MANAGEMENT COMPANY LTD

7th December 2016

Present: Mr Shaun Skepper (SS) - Lindum Homes
Mrs Rebecca Hurst – Miller (RHM) - Lindum Homes
Nathalie Addington-Smart - Lindum Homes
Dean Hanson - Lindum Homes

Residents in attendance: Mr & Mrs Read, Mr Watmore,
Mr Townsend, Mr & Mrs Tutty,
Mr Symes, Mrs Hudson &
Fiona Hudson-Brown

Apologies G Stonham, Mrs Bayes, Mrs Boothman, Mr Wheeler, Mr & Mrs
Billingham, Mr & Mrs Forrester & Miss Edison

1 Welcome

Rebecca Hurst – Miller opened the meeting thanked all for attending. All attendees introduced themselves

2 Actions From Previous Minutes

RHM confirmed the position of the insurance that in the event of a leak causing damage to another apartment the buildings insurance covers costs relating to the repair of ceilings plaster work etc. However any contents damaged would be down to the responsibility of the owner of the damaged belongings, this includes carpets and flooring.

Painting has been completed on the entrance doors.

Cleaners have been provided with access to the rear elevation of the building and the cleaning of the windows is carried out every two months.

Parking is still an issue including on the main road despite letters being sent to all residents and landlords.

Reference to the upkeep of the garden areas the charge of £50.00 per month does not allow for the level of upkeep expected and therefore this may be something which the Management Company needs to consider increasing in the future.

3 Election of New Directors

Shaun Skepper advised that as all properties are now sold he will need to resign his position as Director of the Management Company. He suggested that there should be at least two elected Directors as a minimum. There proceeded to be a conversation between members present about interested parties in the posts. Mr Symes felt that as he lives away it would prevent him from being actively involved as a Director but he was happy to be contacted should the need arise to assist person or persons within the role. It was agreed that Mrs Reed, Mrs Tutty and Mr Watmore would become Company Directors. It was agreed at the meeting the post of Company Secretary would not be retained. Mrs Hudson who lives on the development offered her services to notify of any local situations that arise.

It was decided that due to the time of year and holidays that the official handover of the Management Company would be in February 2017 and that Shaun Skepper would continue in his role as Director until the formal handover had been completed. Shaun Skepper was given authority to settle supplier invoices as they fall due in the period prior to the handover.

Post meeting note - the date for the formal handover was set as 23 February 2017,

4 Accounts

Shaun Skepper informed the meeting the accounts for the year ending 31st of December 2015 had been filed at Companies House. The 2015 accounts showed Shareholder's funds of £21. The bank position at the 31 December 2015 was £5,275 in credit. Included in creditors was £3,627 relating to accrued income. [This is income received in excess of cost incurred]

Shaun Skepper presented draft accounts for the year ended 31 December 2016. The only significant expenditure variance in the year was repairs and maintenance costs which were £2,000 up on the previous year. This was due to the sealant repairs carried out during the year at a cost of £2,787. The projected balance sheet as at 31 December 2016 showed cash at bank of £2,911. Deferred income included in creditors was £1,331.

5 Renewal Costs for 2017 & Collection

A forecast of costing's for 2017 was distributed and explained accordingly.

Shaun Skepper mentioned that the surplus had decreased this year due to the increased maintenance expenditure on the building. It was discussed by those members present as to whether the surplus should be built back up and also Mr Tutty raised his concerns regarding additional costs that the Management Company will face in the future due to them previously being absorbed by the Lindum Group i.e. legal, administrative costs etc. Mr Symes suggested that a fee is paid to the Directors to cover their costs in undertaking tasks previously performed by Lindum Group.

Shaun advised that the 10% reduction for payment in full by a set date had been a success and therefore it was agreed to continue the scheme this year. The management charges for 2017 were agreed as follows.

Houses	£225.00 reduced to £202.00 for payment by 10.02.17
Apartments	£736.00 reduced to £662.00 for payment by 10.02.17

6 Any Other Business

RHM discussed that there has been reports that there are pets being kept in the building which is against the development covenants. The members agreed to continue with a no pets policy and this should be noted in future tenancy agreements to avoid the breach of covenant.

The issue of For Sales signs was raised RHM advised that there was a restrictive covenant regarding this.

It was agreed that on the formal handover of the Management Company that the Directors contact details would be made available to all owner/ residents.

Mrs Hudson & Fiona Hudson Brown offered to undertake the weekly fire alarm checks which are being currently carried out by Lindum Group. It was agreed to arrange a brief training session with Lindum nearer the time of formal handover.

Mr Townsend thanked Lindum Group for the running of the Management Company to date.

The meeting closed at 5.45pm