

# Minutes



**Meeting:** Ruskin Court Residents Ltd Annual General Meeting

**Date:** Wednesday 5 September 2018, 6.00pm

**Location:** HML Office, 4 Princess Street, Knutsford, WA16 6DD

**In Attendance:** Vanessa Williams (VW)  
John Seymour (JS)  
Maria Ferrigno (MF)  
Suzy Bush (SB)  
Andy Whipp (AW)  
Andy & Rose Stenning (AS & RS)  
Valerie Gunner (VG)

Ian Metcalfe (IM)

HML – Knutsford

Item No.	Description	Responsible Person
1.	<b>Adopt the minutes of Previous Minutes held 26.10.2017</b> The minutes to the last Annual General Meeting, held 26th October 2017, the minutes were accepted as a true and accurate record of the previous meeting and were adopted unanimously by all Shareholders present.	
2.	<b>Matters Arising</b> It was agreed by all present to discuss any matters within Any Other Business	
3.	<b>Apartments Schedule</b> The expenditure for the year was £4619, against a Service Charge income of £4582; resulting in a small deficit of £37 for the financial year.  <b>Estate Schedule</b> The expenditure for the year was £3735, against a Service Charge income of £4140; resulting in a surplus of £405 for the financial year.  At the date of the meeting there was approximately £421 in the combined Service Charge account and £24570 in the Company's Reserve Fund.  <i>The accounts were received without amendment.</i>	
4.	<b>Appointment of Company Accountant for the Forthcoming Year</b> It was unanimously agreed by all present to reappoint Morton Baxter Associates Ltd. It was agreed that they would be chased to produce the accounts quicker for 2017 to get back to having the AGM in June/July 2018.	

5.	<p><b>Appointment of Company Directors for the Forthcoming Year</b>  IM advised those present that Gary Purcell was ill and therefore not in attendance. Suzy Bush confirmed this and had shown interest in becoming a director. It was noted that Mr Gary Purcell had not given word he was not willing to continue so assumed he would resume once he was in better health &amp; John Seymour was willing to continue in his role as Director; election of Suzy Bush and re-election of Gary Purcell &amp; John Seymour was unanimously agreed by all Shareholders present.</p>	
6.	<p><b>Appointment of Company Secretary for the Forthcoming Year</b>  It was unanimously agreed by all present to reappoint HML Company Secretary Services.</p>	
7.	<p><b>Review the Service Charge Provision and Contribution Level</b>  It was agreed that the Service Charge would remain unchanged for the forthcoming year.</p>	
8.	<p><b>Any Other Business</b></p> <p><b>9.1 Signage</b></p> <p>IM advised those present that the only item that had been raised prior to the AGM was the request for signage opposite the houses. This was because there were a number of instances when visitors to Mere Court were using the road as an overspill for their car park. The requests was for a “NO PARKING RESIDENTS ON RUSKIN COURT ONLY”. JS advised that the road is the responsibility of the council and that any issues with cars parking should be brought up with the Police as it could be argued that the cars were causing an obstruction for emergency vehicles.</p> <p>There was a general discussion about the pros and cons of signage and legality of parking on site.</p> <p>It was agreed that no signs would be erected.</p> <p><b>9.2 Contractor quotes</b></p> <p>IM advised that a number of contractors were approached to provide quotes for the gutter and car park hole work but not all came back with quotes, some advising they wouldn’t quote as they had done this before but not been awarded the work.</p> <p><b>9.2.1. Flats gutter</b></p> <p>IM advised that after the last AGM three contractors were approached to quote for the repair/replacement of the gutters over the garages at the rear of the flats. The original quotes was from Prestige Property Services with two more arriving from Form Communal and Top Mark Solutions</p> <p><b>Prestige Property Services</b>  To change 8m of guttering, including joints and brackets and fix to building so as not to be touching the roofline. This should alleviate the issues with repeated leaks. Total cost for materials and labour was £298.80</p> <p><b>Form Communal</b>  Clean out gutter above entrance door and along the front of the garages  Run water in gutter to check for leaks ,Repair any minor leaks  Remove resulting debris from site  Total cost for materials and labour was £102</p> <p><b>Top Mark Solutions</b>  Supply and install safety barrier fencing for the duration of works</p>	

Replace 2m run of 120mm black guttering to match existing.  
Tee off 60mm down spout and tee into existing (as described on site this downspout would be at head height)  
Check all existing clips ensuring all are fitted correctly.  
Flow test to ensure all running correctly.  
Total price for the above works including all labour plant and materials; £384

### **9.1.2 Sunken area in car park to flats**

IM again advised that three contractors were approached but only two submitted quotes for the dip in the car park with Form Communal being the first to quote and for all three jobs; tarmac, gutter and hedge.

#### **Form Communal**

Clean out hole of loose debris  
Fill hole with cold lay tarmac  
Compact tarmac  
Total cost including materials and labour £174

#### **Top Mark Solutions**

Supply and install safety barrier fencing for duration of works.  
Excavate and remove 9m x 1m rectangle directly outside rear entrance doorway.  
Supply and compact a layer of hardcore  
Level area ensuring water drains away adequately.  
Supply and lay hot pour tarmacadam to 40mm  
Compact with mechanical plate.  
Total price including materials and labour £888

IM confirmed that based on the quotes provided Form Communal were awarded the job to fill the hole in the car park with cold tarmac. This was based on cost. As members will be aware this failed and lead to tarmac being walked through the communal areas in the flats. GP met with Top Mark Solutions and was impressed by them but there were a couple of differences to the original specification that he was discussing with them.

Since the original quote from Top Mark Solutions was accepted there were further discussions with GP and the contractor and Top Mark Solutions had advised that an ACO drain would be a better solution. This quote was sent in and forwarded to the directors for approval as follows:

Supply and install safety barrier fencing for duration of works.  
Excavate and remove 9m x 1m rectangle directly outside rear entrance doorway.  
Supply and compact a layer of hardcore  
Level area ensuring water drains away adequately.  
Supply and lay hot pour tarmacadam to 40mm  
Compact with mechanical plate.  
Excavate channel from front door to left hand side grid.  
Supply and install Aco channel to run into existing drain.

Total price for above works; £1500

Unfortunately there has been no correspondence since then there has been no contact due to ill health.

It was agreed by those present to pursue this before the winter months. IM to discuss obtaining a third quote for the sunken area with SB.

**Update:**

	<p><b>9.2.3 Hedge near 38 &amp; 39</b>  Again this was put out to tender, the existing gardener and Form Communal were the only firms to quote.</p> <p>Due to unsatisfactory work carried out by Form to repair an area of the car park, the works order was placed with RT Contracting. The work was not carried out and was done in part by Millington Power Clean, however, it could not be completed in full due to protests over ownership from the neighbouring property.</p> <p>IM advised that he has spoken to the owners of the property in question and they had reiterated that they did not want our contractors to touch their side of the hedge.</p> <p><b>9.3 Parking Issues</b>  There was a general discussion about the parking at Ruskin Court</p> <p><b>9.3.1 Parking Space</b>  IM advised that there had been a difficulty contacting PA Ross but had finally been given details so would be contacting them to discuss the spaces.</p> <p>Those present felt that the cost should be raised as there was anecdotal evidence that people were charging £100 per month.</p> <p>It was agreed that IM approach PA Ross to renegotiate the contract.</p> <p><b>NOTE:</b> a figure of £2000.00 was paid by PA Ross bring payments for 2017 and 2018. HML to raise an invoice for 2019 at the end of the calendar year.</p> <p><b>9.3.2 Additional Parking</b>  There had been a discussion at the 2018 AGM that a space adjacent to the garages for 1&amp;2 Ruskin Court be converted to a parking space. This needed planning permission and change of usage. IM advised that he had contacted Cheshire East Councils planning department but that the contact had stalled. He advised that he would pick this up this year.</p> <p><b>9.4 Other Work</b>  It was agreed to obtain quotes for the internal decorations of the flat and chase up carpet cleaning.</p>	
	<p><b>There being no other business to discuss, the meeting closed at 7:15PM</b></p>	