

RIDGWAY MANAGEMENT COMPANY LTD

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON

4 September 2013, 8PM at the Roebuck

Flat/Present			Flat/Apologies		Flat/Proxies	
17	John Simister (Chairman) & Tracey Fletcher (Treasurer)	16	Peter Rowell (Maintenance Manager)	19	Martin Budden for Kathy Cruddas	
7	Rob Lilley (Company Secretary)			2	John Simister for Rashid Javanshir	
20	Edward Fitzpatrick			9	John Simister for Michael Cartland	
11	David & Gill Robson					
24	Gareth Jones & Luca Molin					
15	Martin Budden					
12	Michael Sparks					

1	Adoption of 2012 AGM minutes	Agreed
2	Adoption of the Audited Accounts (for the year ended 31st December 2012)	Agreed
3	Re-appointment of the Auditors (Beresfords)	Agreed
4	Payment of Accountants' fees	Agreed
5	Future works projects: No major works in progress or planned however please see item 11.3 regarding solar panels on block roof.	Agreed
6	Monthly maintenance charges: As usual increase by £5 per flat per year. New monthly charge commencing 1st Jan 2013 will be £135. Tracey to send out reminders in December 2013.	Agreed – action on TF to send reminders
7	Block payment to the Committee: This currently stands at £2,800 (net after PAYE) per year. Agreed to remain at this amount.	Agreed
8	Elections of the Committee: All members of the committee were elected to continue in the present roles. Nobody came forward asking to be on Committee.	Agreed
9	Voting on suggestions tabled or received: Nobody has come forward with any major work suggestions. (Small works are agreed at quarterly committee meetings)	Agreed
10	Company Secretary summarised the block insurance position Insurance: Insurance by Aviva policy no CZ23980062, annual cost £7,837.03 and includes director's liability insurance (£2,000,000 limit). Rebuilding amount set at £5,028,000 (set in March 2012 and rising with inflation).	Agreed
11	Suggestions and any other business:	Info
11.1	Adrian Sambrook (flat 23) has asked that it be minuted that his letting agent's plumbers, DCL UK reported that no leak was found emanating from his flat over the period 22 & 23 June 2013. However, when first reported, DCL UK came on-site and found that when shower was turned on, water came through to flat 9 below and stopped when the shower was turned off. DCL UK also said that it was considerably wet under bath. (The shower is in the bath) After returning the following day, DCL UK's message had changed completely, saying all was dry and well under the bath and no leak was found. Consequently Flat 23 did not therefore pay the block £250 insurance excess (paid by flat owner if leak emanates from inside flat) and RMC paid out the DCL UK invoice of £420 (normally claimed under block insurance). RMC reluctantly paid both the excess and DCL UK invoice, £670 in total. Since DCL UK's last visit, no further leak(s) into Flat 9.	

11.2	Michael Sparks (flat 12) raised a concern re the large trees at front of block and their possible root damage to the block. General discussion, no action at this stage.	JS/EF
11.3	The committee is in the early stages of looking at the possibility of installing solar panels on the roof of the block. A concern was raised re possible noise if the panels were not secured correctly. This will be added to the minutes of the committee meeting 3/9/2013.	PR/All
11.4	All agreed that a general tidy up/clearance of communal areas (garage and meter cupboards) should be actioned. For example many 'unclaimed' bicycles in garage and 2 x Sony Trinitron TV sets in meter cupboards. Edward to send around a notice to all flats to see if any objects claimed. John to also ask residents if he sees them. If items go unclaimed they will be disposed off.	JS/EF

The Meeting Closed at 20.40