

RIDGWAY MANAGEMENT COMPANY LTD

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 28 September 2016, 8PM at The Roebuck

Flat/Present		Flat/Present (cont)		Flat/Proxies	
17	John Simister (Chairman) & Tracey Fletcher (Treasurer)	8	Hazel McCrory (arrival 8.20pm)	2	John Simister for Rashid Javanshir
7	Rob Lilley (Company Secretary)	15	Kathy Cruddas	20	John Simister for Edward Fitzpatrick
11	David Robson	Flat/Apologies			
24	Gareth Jones & Luca Molin	1	Geoffrey Latta		
19	Martin Budden	23	Adrian Sambrook		
13	Roger Fleming-Gale				

1	Adoption of 2015 AGM minutes	Agreed
2	Adoption of the Accounts (for the year ended 31st December 2015) The Committee will consider the Accounts presentation to ensure that RMC is not mistaken to be a profit-making company.	Agreed
3	Re-appointment of the Accountants (Beresfords).	Agreed
4	Payment of Accountants' fees	Agreed
5	Future works projects: No major works planned at present. Garage door being replaced under the insurance of flat 2. As agreed at last AGM inform flat owners at every AGM that the block PVC windows (front and rear) may need replacing in the near-to-medium future, possibly in 2020 Error on Chairman's report for year ending 31 st December 2015. In Water Leaks section should read 'Flat 4' (not 3) has an intermittent leak.	Info
6	Monthly maintenance charges: As usual increase by £5 per flat per year with the new monthly charge of £150 commencing 1st January 2016. Tracey to send out reminders in December 2016. To reduce and minimise the need to chase owners who are in debt to Ridgway a penalty will be introduced if an owner fails to increase their payment to the revised sum each year. The penalty will be equal to and in addition to the amount owing. The penalty will apply from the month after an increase becomes due to allow time for an owner to update their payment.	TF Agreed
7	Review of Ridgway handbook contents to include: 1) A reference to introducing a penalty for failure of flat owners to increase monthly service charge in a timely manner. 2) A Code of Practice: Visitors who use any of the six visitors' parking spaces to be required to display who they are visiting (and their contact number) and residents must ensure that they and their guests park within the white lines at all times, both on the forecourt and in the garage.	RMC
8	Block payment to the Committee: This currently stands at £4,400 per year. As this has not increased for 14 years (since monthly service charge was £80 per month) agreed to increase to 15% of total service charge income in line with other adjacent blocks. At £150 per month x 24 flats x 12 months, this would be £6,480. Tracey to ensure that this is in compliance with the salient regulations.	Agreed TF
9	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.	Info
10	Voting on suggestions tabled or received: None	Info
11	Suggestions on any other business: Kathy asked for an update on the building works in progress at 91 Mount Ararat Road. It appears building work is due to start in October 2016.	Info
12	RMC bank account currently stands at: £11,648	Info

Meeting Closed at 8.42pm