

Subject:	RIDGWAY: RMC Committee Meeting	
Date / Venue:	Tuesday 3 October 2023, 7.00pm, Flat 7	
Committee Members	Attendees: Tracey Fletcher, Peter Rowell, John Simister, Rob Lilley, Edward Fitzpatrick, David Robson, Jonathan Campbell-James, Neil Datta (observer)	
1	LAST MINUTES	
	These had been previously agreed	All
2	CASH AND BANK MATTERS	
	Treasurer's report: £17,650.70 in bank. No large invoices outstanding and no arrears. Four flats are still paying 2022 monthly rate. Tracey to chase.	TF
3	GENERAL	
3.0	Peter went through maintenance report.	
3.1	<u>Block</u> 1) Concern over quality re cleaning PVC frames etc. John to speak to window cleaning company regarding cleaning of frames and spandrel panels. Next cleaning date TBD (JS) 2) Roof: Minor bubbles removed and painted, September 2023 (Info) 3) Electric car points, ongoing. Council may be installing power on nearby lamp post (JS) 4) Preventative maintenance on doors and windows every two years. John to ask Kevin. If any issues that Kevin cannot deal with, pass over to window company (JS) 5) Flat 5: waterproofing under patio floor has come away. Waiting for contractor (PR) 6) Oil stain on communal carpets. John to ask block cleaners to rectify (JS) 7) Lift: all good. One monthly visit has been missed this year (PR) 8) Emergency action plan to be displayed by main entrance plus consider larger fire exit signs (new regulations). Key for garden door (off ground floor corridor) to be installed by garden door (PR) 9) Leak from flat 6 into flat 5, settled between both parties. 10) Next Fire Risk Assessment, September 2024 (JS) 11) Meter rooms: Electrical meters to be tested annually. Meter rooms to be kept clear as much as possible. Responsibilities for to keep clear and tidy assigned: a) Ground floor: Rob b) Upper floor: Next to flat 13 & 18 John, next to flat 21 Jonathan	
3.2	<u>Garden & Garage</u> 12) Front of block: Jonathan to plant shrub where hole exists (JCJ)	
3.3	<u>Windows Subcommittee</u> Ongoing. Awaiting latest quotations. Next meeting TBD (DR)	
3.4	Neil Datta, owner of flat 6 has expressed interest in joining the committee. Neil attended this meeting as an observer. Edward and Rob happy for Neil to join.	

The meeting was adjourned at 7.50 pm

Next Meetings: Tuesday 9 January; Tuesday April 9; Tuesday 9 July; Tuesday 8 October

AGM: Awaiting construction work at The Roebuck to be completed. Probably December/January