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| Subject:           | <b>RIDGWAY: RMC Committee Meeting Minutes</b>                                                                                                                                                 |
| Date / Venue:      | <b>Tuesday 22 October 2024 7.30pm, flat 17</b>                                                                                                                                                |
| Committee Members: | <b>Attendees:</b> Peter Rowell, Edward Fitzpatrick, Tracey Fletcher, Jonathan Campbell-James, Peter Rowell, Neil Datta, David Robson, John Simister, Rob Lilley<br><br><b>Apologies:</b> None |

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| <b>1</b> | <b>PREVIOUS MINUTES</b><br>These had been previously agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Info                                                         |
| <b>2</b> | <b>TREASURER'S REPORT</b><br>£8,723.98 in Ridgway Bank Account<br><br>Flat 4 has some outstanding monthly maintenance payments. Three flats are paying at last year's rate. Tracey to manage.<br><br>Nobody has heard from Michael Sparks in a while. David to check when next passing through Shrewsbury.<br><br>Rob to check with Ridgway insurance agents to see if they can provide an estimate of the Ridgway block insurance 2025-2026.<br><br>Tracey went through the 'Mgt Accounts Sept 2024 and Budget 2025', produced in conjunction with Peter. With reference to this sheet, it was agreed that the monthly maintenance amount should be increased to £250, starting January 1, 2025. Owners will be informed of the reasons for the 25% increase.<br><br>As Rob handles solicitors' enquiries when a flat is sold, he will inform John and Tracey with information about the new owner occupiers, as when he has this information. | Info<br><br><br>TF<br><br>DR<br><br>RL<br><br>Info<br><br>RL |
| <b>3</b> | <b>MAINTENANCE MANAGER'S REPORT</b><br>Peter went through his Ridgway maintenance report.<br><br>There is an intermittent leak in flat 3. Peter to monitor in conjunction with John, who will make a note of the weather, in case water ingresses from outside. If the leak continues, and unable to fix, suggest calling in 'The Leak Detection Company'.<br><br>Meter rooms. Next testing of electrical meters planned for November 2025<br><br>Oil stain on communal carpets. John to ask block cleaners to rectify. (C/F)                                                                                                                                                                                                                                                                                                                                                                                                                   | PR/JS<br><br>Info<br><br>JS                                  |
| <b>4</b> | <b>GARDEN MANAGER'S REPORT</b><br>Jonathan went through his Ridgway garden report.<br><br>Jonathan said there is a risk posed by the magnolia tree at the back. Jonathan with get estimates to make the tree safe.<br><br>The replacement of the wooden gate and fence at the side of the block is now planned for November 2025 providing there is sufficient money in the budget.<br><br>The gardeners are paid £60 per week by standing order and only produce an invoice if extra work has been agreed. Jonathan to see and initial these invoices.                                                                                                                                                                                                                                                                                                                                                                                         | JCI<br><br>Info<br><br>Info                                  |

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| 5 | <b>GARAGE MANAGER'S REPORT</b><br>Ed said that the only issue in the garage is a leak at the rear of the garage. This is most likely caused by a problem with the membrane under the tiles. No action to be taken at this time. Monitoring.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | EF               |
| 6 | <b>FUTURE MAJOR WORKS</b><br>None planned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |
| 7 | <b>FIRE RISK ASSESSMENT</b><br>A Fire Risk Assessment was carried out in October 2024. Jonathan had suggested and documented, a way ahead with a fire strategy. All agreed that we should have a fire risk strategy and Jonathan kindly agreed to formulate one.<br><br>Rob to contact block insurance company re FRA.<br><br>Tracey to research/define the legal requirement re FRA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | JCJ<br>RL<br>TF  |
| 8 | <b>MANAGEMENT</b><br>The Ridgway Resident's handbook has been updated. John to distribute to committee members for approval.<br><br>John had raised at the AGM the suggestion of a 'two-level' maintenance role and is actioned to produce a short discussion document. (C/F)<br><br>Visitor's parking: There are two cars permanently parked in the two bays adjacent to the garage: The committee discussed regularising this situation and deferred any decision until the next meeting. It was suggested that all bays (apart from the bay tradesmen's bay) should be clearly marked as visitor bays to avoid any confusion and help with 'policing'. (C/F)<br><br>John distributed parking 'signs/tokens' to be displayed in visitors' cars.<br><br>The intention is to write to all directors informing them of their responsibilities and potential risks and to non-directors to see if they have an interest in becoming a director. David to circulate a draft version of 'Duties of a director' to the committee for approval. (C/F) | JS<br>JS<br>Info |
| 8 | <b>EVA CHARGING POINTS</b><br>At the previous RMC meeting, Neil had agreed to take forward a letter from Park Live concerning installation of a block EVA charging system. A representative from Park Live came onsite to perform a site survey and a subsequent proposal with costs was received. The total cost being £26,876.80 + chargers.<br><br>In summary, for all 24 garage spaces + 6 visitor spaces this would be a cost to Ridgway of (£26,876.80 – government grant of £15,350) = <b>£11,526.80</b> . In addition, each connection point requires a charger installed at a cost of between £754 to £994 per unit.<br><br>Neil has been further tasked with obtaining a cost from Park Live of have two visitor bay charging points only.<br><br>John has been tasked with checking with the council to see if it is possible to install a charge point in the lamp post adjacent to the visitor parking bays.                                                                                                                       | Info<br>ND<br>JS |

The meeting finished at 9.05pm

2025 Meetings (all Tuesdays): 21 January; 22 April; 22 July; 21 October