

Minutes



Meeting: Ruskin Court Residents Limited – Annual General Meeting

Date: Tuesday 2nd July 2019 at 6.00pm

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

In Attendance: Vanessa Williams (VW)
 John Seymour (JS)
 Suzy Bush (SB)
 Gary Purcell (GP)
 Colin & Kathleen Thompson
 Tony Scott (TS)

Item No.	Description	Responsible Person
1.	<p><u>Apologies of Absence</u></p> <p>Margaret Coburn Charles Stewart Jenny Davies Jackie Mitchell Andrew Whipp</p>	
1.	<p><u>Adopt the Minutes of Previous Minutes held on 5th September 2018</u></p> <p>The minutes were approved without amendment.</p>	
2.	<p><u>Matters Arising</u></p> <p>9:2 Guttering Work to Garage Area of Apartments: Water pooling to the tarmac area in from of the rear communal door of main apartment block. UPDATE: Both works were carried out by Top Mark Solutions and carried a one year warranty.</p> <p>9:3 Hedge Near 38 & 39: Part completed due to objections from Mr Schmidt of 13 Drury Lane. This has prevented the hedge from being completed despite a conservation between the contractor and Mr Schmidt, where he said he would complete the cutting of the hedge on his side himself.</p> <p>9:4 Parking: Parking permit payments are up to date, money held in the estate fund and is an additional income for the company.</p> <p>9:5 The Creation of Additional Parking: This was not moved on although funds may be available through the estate reserve fund.</p> <p>9:6 Interior Decorating: This is being done on a voluntary basis, aside from the stair wells which will be quoted for. ACTION: TS is to get Paul Harrison to contact Suzy Bush to arrange a site visit and quotation.</p>	TS

3.	<p><u>Service Charge Statement for the Period Ending 31st December 2018</u></p> <p>Apartments Schedule: The expenditure for 2018 was £4,513.00 in 2017 against £4,619.00 the previous year. With an income contribution of £4,786.00, this created a small surplus of £275.00.</p> <p>Estate Schedule: The expenditure for the year was £3,721.00 against £3,735.00 the previous year. With an income contribution of £4,045.00, this created a small surplus of £325.00.</p> <p>Retained income: Apartments: £10,331.00 as at 31/12/2018 Estate: £6,328.00 as at 31/12/2018 This is almost entirely due to parking permit income.</p>	
4.	<p><u>Appointment of Company Accountant for the Forthcoming Year</u></p> <p>Morton Baxter Associates Limited was re-appointed for the coming year.</p>	
5.	<p><u>Appointment of Company Directors for the Forthcoming Year</u></p> <p>The current Directors are Suzy Bush, Gary Purcell and John Seymour. All were happy to continue and were appointed for the current year.</p>	
8.	<p><u>Any Other Business</u></p> <p>8:1 Building Insurance Contributions: It is the Board's intention to review the mechanism for calculating the insurance premiums across the development. Following a review of the leases to these properties, this will primarily affect the contributions made on behalf of the main apartment block and the block containing the three maisonettes, resulting in a potential increase in contribution from the three maisonettes towards insurance which depending on the outcome of the lease review, may be for Ruskin Court to recharge back separately or for the three properties to seek insurance independently of the management company.</p> <p>8:2 Additional Parking Spaces: ACTION: TS is to obtain a budget price in areas where additional spaces could be created.</p> <p>8:3 Apartment Block Internal Painting: ACTION: TS is to get Paul Harrison to contact Suzy Bush to arrange a site visit and quotation.</p> <p>8:4 Financial Year Adjustment: Currently, the service charge year runs out on 25th December but the accounts run to 31st December. It will make the accounting system easier if the service charge accounts year end is brought in line with the service charge demand period. ACTION: TS is to advise accountants and HML's accounts department to adjust the accounting year to end on 25th December.</p> <p>8:5 Maintenance of Paved Pedestrian Areas: The management company is responsible for the maintenance and repair of a large amount of paved areas which are used by both residents, the public and residents of Mere Court. The Directors are looking to not only limit the liability through maintenance and repairs but also to look at soft landscaping though the creation of additional planting borders as an alternative solution to the large amounts of flag stones. This cost will need to be met by the estate.</p>	<p>TS</p> <p>TS</p> <p>TS</p>
	<p>There being no further business to discuss, the meeting closed at 6.35pm.</p>	

