

MINUTES OF ANNUAL GENERAL MEETING

ST BENEDICTS (TOOTING) MANAGEMENT COMPANY LIMITED

HELD ON WEDNESDAY 28th NOVEMBER 2012

AT ST NICHOLAS CHURCH HALL, CHURCH LANE, TOOTING, SW17

PRESENT: Kevin Herrmann (KH) Director
Ravi Joshi (RJ) Director

14 other shareholders owning 13 properties as detailed on the Attendance Register.

IN ATTENDANCE: Angela Petts (AP) Property Manager, Rendall & Rittner

KH opened the meeting at 7.30 p.m. welcomed all those present and passed on the profuse apology from the vicar for the late start (scheduled as 7.00pm) because the person to open the hall had forgotten to do so.

Proxy nominations were received as follows:

- Mrs Mary Durkin of 1 St Benedicts Close, Ms Liza Tong of 7 St Benedicts Close and Mr Afdhel Aziz of 11 St Benedicts Close nominated the Chairman of the meeting.
- Mrs G Shiromani of 91 St Benedicts Close nominated Mr Robert Bradford.

1. To receive and approve the Minutes of the AGM held on 30th November 2011

KH invited those present to comment on the Minutes of the last AGM held on 30th November 2011. No comments were received. The minutes were duly approved with no objections, proposed by Ravi Joshi, seconded by Sheridan Simon.

2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30th June 2012

KH opened this discussion by firstly stating that one of the pages (page 4) of the accounts didn't reproduce correctly when initially circulated, accordingly the replacement page was circulated to all those present for correctness. KH then talked through the accounts and invited comments and questions from those present.

KH highlighted the explanatory comments on page 2 of the service charge statement and explained that the apparent increase in respect of parking is because two years were charged in one service charge year. KH also explained that the increase in the company secretarial figure was due to R&R overcharging in one year but this had been rectified and refunded. KH further explained that the insurance premium being payable at the start of the financial year before much service charges had been received causes a cash flow problem and advised those present that it was proposed to have a permanent loan from flats reserves sufficient to allow the premium to be paid, rather

than transferring the whole surplus to reserves as previously. The accounts were duly approved with no objections, proposed by Ravi Joshi and seconded by Robert Bradford.

3. To provide an update on recent maintenance work including the Second Opinion on the causes of current defects and the scope of remedial works to blocks of flats on the Estate

KH listed some works which had been undertaken in the preceding 12 months:

- 5 year electrical inspection and remedial works arising from defects noted in the inspection.
- A car hit a car park wall in St Benedicts Close and the wall was rebuilt with the cost covered by insurance. This has now happened again.
- Re-levelled uneven paving.
- Tree surgery is out to tender.
- Replaced four worn flat block front door locks.
- Serviced clock in tower.
- Started LED lighting trial.
- Repaired security lights.
- Removed small trees which blew down in gales at the beginning of the year.
- Put closers on security gates.
- Annual health and safety inspection and remedial works arising from that
- Investigating some small leaks around windows and roofs of several flat blocks.
- Launched St Benedicts Online, which has a form to report faults.

Flat block repairs – KH explained that the surveyor that investigated the flat block faults had drafted a statement of work for repair but that the Directors were dissatisfied with the recommendations based on comments by an architect and the insurance company's loss adjuster. The loss adjuster had confirmed that the repairs were not covered by insurance. The Directors subsequently obtained a second opinion from another structural engineer, which agreed with the probable cause of thermal expansion in the brickwork but also identified other possible causes. The Managing Agent had arranged a meeting between the Directors and the two structural engineers, at which they agreed that uncertainty remained and that significantly less work should be carried out than that proposed in the draft statement of work. It was further agreed that a photographic survey should be undertaken to specify the repairs in detail to allow costs to be established. The original surveyor has been contacted to amend the statement of work to match its structural engineer's recommendations and updates will be provided in Newsletters.

The documents concerned are available on the St Benedicts web site with a username and password provided.

KH asked if anybody present had any questions. Howard Hopkins of 3 St Benedicts Close asked if there would be any disruption to residents whilst remedial works were undertaken to which KH replied that he would not expect there to be any based on the

investigation previously undertaken, which showed that the issues were on the outer wall of the building and did not disrupt flats internally. There were no more questions.

4. To discuss options for the installation of emergency lighting in blocks of flats and to decide whether and what work is to go ahead at the likely cost

KH explained that this recommendation was raised in the health and safety inspection and clarified that best practice nowadays would be to include emergency lighting in all buildings over 3 storeys. When our Estate was constructed, there was no such recommendation, the arrangement complied with standards at the time and it is not mandatory to fit it now. KH explained the options provided by firms which had been asked to quote for this work and the costs involved. These would be about £300 per flat for the installation and cause a significant increase in electricity use and costs. In response to a question, KH stated that it could not be known now if it will be made mandatory to install emergency lighting in the future but, if it were, more efficient LED lights may then be available.

A vote was taken whether to install emergency lighting. Nobody present voted in favour but there was one proxy vote in favour. There were 15 votes against including proxy votes. Consequently, the work will not go ahead.

5. To discuss the options, difficulties and costs of installing bicycle storage on the Estate and to decide whether and what work is to go ahead at the likely cost and any arrangements for recovery of costs by fees to users of the bicycle storage

KH stated that several residents over the years had asked for bicycle storage facilities to be provided as there was none available and no such facilities were required when the Estate was built. KH confirmed that he had investigated a number of options, set out in the document provided. All of would require concrete bases, which would result in a loss of a section of grassed area. Sheds would be very expensive and would require planning permission that may well be refused. Metal hoops in the open would be less secure, could not be restricted to use by St Benedicts residents, nor to those paying fees, and so would need to be funded by all owners as Estate facilities even if they did not use them. KH confirmed the costs set out in the document.

A suggestion was made to check for grants towards the cost, which the Directors agreed to do. Other possibilities were discussed and rejected, including chaining bicycles to fences and installing points for chains on bin stores, because of potential damage, obstruction and nuisance. It was noted that owners could pay to install low hoops in their own parking spaces with permission. Any other proposal would involve costs to all Estate owners under the property legal agreements.

A vote was taken whether to go ahead with any option with 2 votes in favour and 10 against including proxy votes. Consequently, work will not go ahead on any of the options investigated.

6. To report on the effect of changes to the law on parking control from 1st October 2012 and for shareholders to give guidance on the approach to be taken from 1st March 2013, after the current parking control scheme ends

RJ explained that the law had changed and that it was now illegal to clamp cars on private land. Ace Security, which provides the current service, had contacted the Directors to offer a ticketing only service. RJ further explained that clamping no longer being permitted is disappointing as it had proven to be an effective means of parking control and that it is important to have some parking control due to previous problems. Signs have been changed around the Estate to show that ticketing is in force. KH advised that the Directors had negotiated with Ace over its proposed fee increase due to the loss of income from clamping and it had agreed not to increase it at present. Owners expressed satisfaction with the current scheme and contractor compared to previous contractors.

In response to a question, RJ confirmed that there were less than 10 clamps applied to vehicles last year and payment rates were good but did not have the figures for ticketing at the present time. It was also confirmed that individual owners could continue to opt out of parking control. RJ also advised that he had received a letter from the Council to increase the controlled hours of parking on Rectory Lane after a petition from residents because of commuter parking. RJ advised anybody who wanted to lodge an objection to the Council should do so and committed to providing the relevant contact details.

When asked, nobody present objected to continued parking control by Ace Security with a scheme similar to the current one.

7. To report on sub-letting on the Estate and for shareholders to give guidance on the circumstances in which permission for sub-letting can be granted

KH explained that it was decided at the AGM last year to ensure that owners sub-letting had obtained permission as required by their lease on the terms agreed by shareholders. Despite numerous communications, the majority of owners sub-letting failed to reply or did not send all the paperwork required. Consequently, R&R had to introduce fees to cover the significant additional administration involved. KH advised that owners of flats with addresses off site who had still not responded would now be referred to solicitors to follow up at those owners' expense.

In response to a question it was estimated that approximately 40% of flats are sub-let and around half of those have applied for permission and obtained approval to sub-let from the Board. KH advised that it will be possible to renew permission to sub-let with the same tenants online without a fee from February 2013 (continuing the commitment to owners who had co-operated with the process) and it was hoped to extend this to new applications and changes of tenant after solicitor action was complete.

During the year, one tenant had caused deliberate damage, for which the owner had to pay, and the tenant had been required to leave, so the new policy had successfully saved other owners repair costs or higher insurance premiums. Mr & Mrs Johnson of 75 St Benedicts Close formally thanked AP for helping them with the problem neighbour

that had caused them problems for 10 years and stated that they were very grateful for her and Wandsworth Council's efforts to take action to ensure the tenant moved out.

RJ advised that some flats are let out to social housing association tenants, although some owners had previously advised that housing association tenants often cause problems. KH explained that social housing tenants often do not meet the criteria to approve sub-letting adopted by shareholders last year. The Directors were therefore taking a vote on whether to enforce these criteria, even if it meant that permission could not be granted for some tenants, or whether they should be relaxed.

A vote was taken with 4 votes in favour of allowing criteria to be relaxed and 9 against both including proxy votes. Other proxy votes were abstained where no guidance had been received on this matter. Therefore, the existing criteria will continue to be applied.

8. To deal with the election of Directors

Ravi Joshi and Kevin Herrmann stated that they were both happy to continue as Directors. KH asked if there were any objections to this and none were received, so RJ and KH will continue as Directors. KH then asked if anybody else wished to stand as a Director but there were no volunteers. One person subsequently offered to assist with work, although not stand as a Director, and provided contact details.

9. To deal with Any Other Business

Mr Johnson of 75 St Benedicts Close asked if anything is being done about nappies being put in recycling bags and if anything had been done about those residents who have put up their own washing lines. KH replied that specific action could only be taken if the person was identified but that R&R had written to the block identified as depositing nappies in recycling bags. R&R had also written to the blocks who had put up washing lines and instructed the cleaner to remove any washing lines. An airer had also been seen and, if this was used again next year, would be confiscated.

Mrs Johnson of 75 St Benedicts Close advised that the markings between parking bays had faded and asked if they could be made clearer. A suggestion was made that the contrasting colour bricks could be jet washed or steam cleaned. KH agreed that the Directors would look into this.

There being no further business the meeting closed at 8:50 p.m.