



Minutes of General Meeting

Minutes of the Annual General Meeting of St Benedicts (Tooting) Management Company Limited held on Thursday 17th November 2016 at 7.00pm in the Front Lounge, St Boniface Church Hall, 185 Mitcham Road, Tooting, London SW17 9PG.

Attendees and Proxy votes

- Kevin Herrmann, Director and property owning shareholder, who chaired the meeting
- Ravi Joshi, Director and property owning shareholder
- 9 other property owning shareholders representing 8 properties (with 8 votes), some for only part of the meeting
- Solomon Drummond, Assistant Property Manager, Rendall and Rittner Ltd (not able to vote)
- There were 3 shareholder nominations to the chairman as Proxy, one with full discretion on voting, one for one item only with discretion on voting for that item and one with instructions on voting

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The chairman opened the meeting at 7.05pm and welcomed those present. The Directors and Property Manager introduced themselves. The chairman advised of the proxy nominations that had been received, the arrangements for voting and that there had been difficulty in arranging a suitable venue now St Nicholas and Trident Business Centre no longer take evening bookings.

1. To receive and approve the Minutes of the Annual General Meeting held on 19th November 2015.

There were no comments and the resolution was passed by 10 votes to 0.

2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30th June 2016.

The Directors explained the two documents. Under current accounting standards, the Company Financial Statements now contain very little. Service charges are held on trust for property owners and the main part of the information is in the Service Charge Statement. Because the Management Company is now taking advantage of all exemptions and its accounts are no longer being audited, as approved at the 2010 AGM, there is no resolution regarding auditors.

The increased electricity charges are the usual level after a low figure last year because of a refund. The budget figures are adjusted to reflect the actual expenditure in the accounts and, in particular, the budget for Estate maintenance is being reduced as less has been spent than expected.

There were no questions and the resolution was passed by 11 votes to 0.

3. To report on periodic and other maintenance work.

The Directors reported on maintenance work carried out during the year and planned, including:

- Completion of the flat block repairs.
- Completion of the periodic major repair and redecoration work and the payment retention held.
- The programme of work to replace all remaining entryphones.
- Tree work carried out and planned.
- General handyman, electrical and drain work and the contractors used.



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Concerns about movement at 39-45 Church Lane and the adjacent sloping ground were raised. When the cracking is re-examined before the next periodic maintenance, the structural surveyor will examine sticking doors and cracks in properties to which he is granted access. Past examination had revealed no significant structural issues, as the outer brickwork is only facing for weatherproofing and appearance.

The owners from 73-87 St Benedicts Close present agreed to check that porch roof repairs had stopped water entry. The handyman will redecorate early in 2017 once the area has dried.

This item was for information, so there was no vote.

4. To report and take guidance on the priority of work to be funded from reserves, including fitting LED lamps, replacing entryphones, sealing communal floors, fitting air brick grilles, electrical testing and inspection of flat walls.

The Directors provided an update on work to be funded from flat reserves that is underway, planned, necessary and could be done, including:

- Entryphone replacement is being carried out as more are failing after 30 years. Those in the centre of St Benedicts Close were replaced this year and most of the remainder are planned next year. Those at 21-26 Abbey Drive and 39-45 Church Lane have failed and probably need replacing now.
- The Directors have managed to obtain more remaindered wall light LED lamps, and will get the electrician to replace them as soon as possible to start saving electricity during the long winter nights.
- Electrical testing is required every five years and is due in 2017.
- Revaluation for insurance is recommended every three to five years. The Directors propose leaving it for five years until 2018-19 as the last revaluation was still reasonably in line with the index-linked sum insured. Flat owners present agreed with this.
- Inspection of flat walls to check for further thermal cracking after the repairs is needed before the next periodic redecoration, particularly at 21-26 Abbey Drive, 31-45 Church Lane and 105-135 St Benedicts Close.
- Air brick grilles have been fitted to 2-12 Limetree Walk as a pilot to see if they reduce mouse entry. If successful, they could also be fitted to other flat blocks with particular mouse problems and then gradually to other blocks.
- Flat block communal floors have not been sealed for several years. This would protect them and make it easier to keep them clean.

Most of this work is either underway or necessary. Of the optional work, flat owners present felt the wall inspections should be done and, if the pilot was successful, fitting air brick grilles was more important than sealing communal floors.

5. To deal with the election of Directors.

Directors do not now need to retire by rotation, both Mr Ravi Joshi and Mr Kevin Herrmann were willing to continue serving as Directors and shareholders were content for them to continue. There were no other volunteers so no vote was necessary.

6. To extend the resolution passed in 2015 allowing payment to the Directors for fitting LED lamps only to cover fitting LED 2D bulkhead lights as well as fitting LED 300mm strip lights and to allow proportionate lower payment than that previously authorised for less work.



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The 2015 AGM passed a resolution allowing payment to the Directors to fit LED 300mm strip lights outside flat doors because of concerns about contractor cost or damage. Payment of £300 was authorised to each Director to fit a total of 132 lamps. Unfortunately, by the time this was authorised, suitable strip lamps for our fittings were no longer available.

The Directors are buying more LED 2D lights for the bulkhead fittings on the communal area walls and some ceilings. These are the same brand as those bought in 2012-14, which have proved very successful, but those sold now need minor re-wiring of the fittings. We intend to use the local electrician, but it would provide more flexibility if the Directors could also fit them. This requires extension of the 2015 resolution to cover LED 2D bulkhead lamps.

Fewer LED 2D lamps will be fitted because of those already fitted and the number available to buy. This resolution therefore also allows proportionate lower payment to the Directors than £300 each because less work is likely. Payment of £7 per light is suggested for more work than fitting a strip light.

The Directors did not vote on this resolution personally or with proxy votes where they were given discretion how to vote because of the conflict of interest. The resolution was passed by 6 votes to 0 with 5 abstentions.

7. To deal with any other business.

A number of issues were discussed:

- The owner who had raised the parking scheme after receiving a charge and advised they would raise this was not present but the Directors explained the scheme and its benefits and drawbacks.
- The possibility of upgrading to Sky Q was raised. The Directors explained that they had agreed to this on condition that Community Vision removed the previous aerials and the work was scheduled for 12th December.
- The Directors advised that there are 132 leasehold flats, 8 freehold housing association flats and 49 freehold houses on the Estate.
- Rendall and Rittner will investigate a reported issue of noise from the flat above.
- There was concern over antisocial behaviour in the alleyway leading from St Benedicts Close to Rectory Lane. This should be reported to police using the non-urgent 101 number each time it occurs so they will visit. The Directors will consider fitting more dummy cameras there and whether bushes can be reduced in height without removing the screening.
- Rendall and Rittner will write to Graveney school advising of the concern to vulnerable residents caused by their students behaving noisily in private areas of the Estate for hours in the evening.
- A cycle shed was suggested. The Directors explained the difficulties over location, funding and planning permission that led to shareholders rejecting this at the 2012 AGM. The issue can be considered again if anyone can propose a viable way of overcoming these difficulties. Cycle racks are available.
- There is an apparently abandoned bicycle blocking the rack in St Benedicts Close. Rendall and Rittner will put a notice on it with a view to getting it removed.
- Stolen mopeds have been left behind the clock tower and this has been reported to the police.



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- The Council has apparently told a nearby house owner that the Management Company may be able to obtain consent to fell the protected tree in the garden of 31-36 Abbey Drive. The Directors advised that this was extremely unlikely as the Council had consistently allowed only minimal work over 30 years but agreed to submit an application to check. If consent is granted, nearby owners will be consulted before any work.
- Nobody present was aware of any recommended contract window cleaners. The original windows pivoted to allow external cleaning from inside and owners are advised to consider this when granted consent to replace windows.
- An owner raised the issue of solicitor action taken against him for offering his flat for holiday letting on AirBnB. This case could not be discussed but the Directors explained why solicitors are used to handle alleged breaches of lease.

The chairman closed the meeting at 8.32pm.