**Totteridge House Co-Operative LIMITED**

**MINUTES OF RECONVENED general meeting**

**Ground Floor Meeting Room, Totteridge House**

**7.00pm, Wednesday 13th June2018**

**Reconvened from 23rd May**

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| **PRESENT**  S Latchman (SL)  A Beeko (AB)  W Awad (WA)  D Zanabi (DZ)  T Greenwood (TG)  S Henzley (SH) | **APOLOGIES**  J Baxter (WBC)  A Morton  N Lionello  J Howe | **IN ATTENDANCE**  K Klidzia (Staff) | **NON MEMBERS** |

**2. Minutes of last meeting**  
The meeting approved the minutes dated 18th April 2018.

This was proposed by SL and seconded by WA.

**3. Matters arising**

This will be discussed under AOB

**4. Managers report**

**Finance update for end of March 18:**

Block costs and block repairs and maintenance:

There is an apparent deficit in this area of £12,231.97.

We are still awaiting a refund from the insurance of £3614.42 for the repairs required following the flood. Additionally the estate cleaning costs are under this heading with an overspend of £6718.21 which will be offset against the underspend in the staffing costs.

Staffing:

This area shows a surplus of £8701.25

This is largely due to the cleaning costs all now being charged under one code and some over estimated NI and training costs.

Management and Services:

There is an overall surplus of £4941.87

There are small overspends and small under spends but nothing of concern in this area.

*Overall there is a small surplus shown of £1411.15 however when the recharged costs are reimbursed we should be seeing final surplus of approx. £3614.42.*

Tenant only costs:

There is a deficit of £9917.21 on tenant only costs - the main overspends have been on voids (works required and void rent costs) and the heating contract.

The deficit is recoverable from our reserves and will not be recharged to leaseholders.

**Repairs and Maintenance:**

We have issued the works order to replace the fire alarm panel to Surrey Fire Services and the work will take place on Thursday 21st and Friday 22nd June 2018.

I am continuing the fire door checks with only minor recommendations made so far.

GenVent have provided a quote to fit fire rated refuse hoppers at £26,608.00. I will need to obtain additional quotes before approaching WBC for funding. GenVent advised that retro-fitting fire break clips is not possible.

Marsha De Cordova's office has responded to our parking report with much of the same information we already had. They do seem to think we have our own car park adjoined to the estate so their advice may change once this point is clarified. At the moment, they have advised that we will need 51% of Yelverton Rd residents to be in favour of a PRS and even then, there will have to be a wider consultation which will likely include the new builds.

WBC have advised that proposals to retain CCTV on the estate need to be submitted before June 2018 so I am working on a draft.

The roof tanks will shortly be replaced by WBC.

**Other**

The audit has been completed by our new auditors and we have been assured that the report will be ready for the AGM in July.

I have ordered new notice boards for the lifts and await their delivery.

Community fibre should be with us this year. The cabelling is currently being completed on the block so we should hopefully be up and running towards the end of the summer.

The social committee will meet on Tuesday (19th) evening at 6pm to begin planning a summer party plus other community events, all residents are welcome and notices will go up in the lifts shortly.

Voids

We have had three long term voids since March which have cost the co-op a total of £2739.01 in lost rent alone. This is a big problem for us as this is money we now cannot use to carry our repairs and maintenance inside tenanted properties, many of which require a high level of works due to age and lack of maintenance previously.

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| --- | --- | --- | --- | --- | --- | --- |
|  | Date void | Date works complete | Date of new tenancy | Weekly rent | Number of weeks void | Total cost to coop |
| FLAT X1 | 12/03/2018 | 14/03/2018 | 04/06/18 | £134.73 | 12 | £1616.76 |
| FLAT X2 | 16/04/2018 | 18/04/2018 | 21/05/18 | £108.17 | 5 | £540.85 |
| FLAT X3 | 23/04/2018 | 25/04/2018 | 04/06/18? | £96.90 | 6 | £581.40 |

The colonnade lights have had some electrical issues and our new electrician has advised that much of the system is unlabelled and difficult to work on. All lights should now be back on and a safety report has been commissioned for all communal electrics.

There has been no real movement on the pledge by WBC to retrospectively install sprinkler systems in all blocks over 10 floors. SL suggested undertaking a poll of the block to see what peoples thoughts are and then taking the discussion to the co-op forum.

The first intercom panel is now beyond repair and KK is obtaining quotes for replacement.

**5. SIB Ideas**

More pictures!

Lobby benches.

**6. AOB**

KK to send a letter to all regarding bulk rubbish procedures.

Reports heard of very loud music in the grounds as the weather gets nicer. This is particularly disturbing to those on the lower floors.

The buttons in the lift don't beep anymore when pressed.

**Meeting closed at 19:50**

**Actions:**

KK to look agt options for the lobby benches

KK to send a letter to all regarding bulk rubbish and music.