# Minutes of the Totteridge House Reconvened Annual General Meeting

# **06.01.2021**

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| **Present** |  | **In attendance** |
| Sumi Latchman  Anna Morton |  | Kamila Klidzia |

Apologies from Jo Baxter, Nicola Lionello, Augustus Beeko

**1. Minutes of the last meeting**

The minutes of the meeting dated 11.12.2019 were read and approved as a true and accurate record.

Proposed by SL

Seconded by AM

**2. Matters Arising**

None

**3. Managers report**

**Finance**

Income is as expected

Block and estate costs show a surplus of £3808.82.

Staffing underspent by £3953.98.

Management and Service costs are underspent by £4492.77.

Overall there is a surplus on service chargeable costs of £12,255.57.

Tenant costs are overspent by £13,875 however there were some high spend works carried out at the beginning of the year which were overdue plus high void costs for both void rent and works. We are due to receive a refund from WBC of approx. £11k for boiler installations which will bring the overspend down. Spending on tenanted properties is now essential repairs only.

**Repairs and Maintenance:**

The majority of repairs issues over the last few months relate to heating systems and radiators which are being completed ad hoc. We have also carried out a number of window repairs on the communal landings and are in the process of submitting a C1 referral for overhaul/replacement.

The Triio gas works are now well underway and due to complete within the next few weeks

The Kitchen and Bathroom programme will be commencing this year. We are awaiting information about which contractor will be completing the works.

The intercom has failed once again and we are now looking in to replacement. Our existing contractor has quoted £2593.18 per panel however, we are not certain this will solve all of the issues and are exploring further due to the age and condition of the entire system.

KK continues to liaise with the Council regarding funding for replacement radiators in tenanted properties.

**Occupancy checks:**

23 occupancy checks were carried out in the quarter.

**4. AOB**

None

**5. Date of Next Meeting**

TBC