**Totteridge House Co-Operative LIMITED**

**MINUTES OF Reconvened General meeting**

**Ground Floor Meeting Room, Totteridge House**

**7.00pm, Wednesday 27th March 2019 (Reconvened from 20th March 2019)**

|  |  |  |  |
| --- | --- | --- | --- |
| **PRESENT**  S Latchman (SL)  W Awad (WA)  A Morton (AM)  A Beeko (AB) | **APOLOGIES**  J Baxter (WBC) | **IN ATTENDANCE**  K Klidzia (Staff) | **NON MEMBERS** |

**2. Minutes of last meeting**  
The minutes of the meeting dated 5th December 2018 were read and approved as a true and accurate record. This was proposed by SL and seconded by AM.

**3. Matters arising**

This will be discussed under AOB

**4. Managers report**

**Finance (Feb 2019 accounts)**

Income slightly higher due to insurance claim pay out however, we have not yet received the void allowance or bad debt allowance but have raised the invoice to WBC.

Block and estate costs appear overspent by £16,289.72 however there are recharges for boilers at £20,965.00 due to come back to us. There has been a slight overspend on estate repairs, materials and lighting repairs, however savings in other areas have ensured this is not going to leave us in deficit at the end of the financial year.

Staffing underspent by £4410.43 – due to some items spreading over the year not being used yet (training, audit, annual return, rates etc) and invoices due but not yet received from the finance contractor.

Management and Service costs are underspent by £7918.79 again due to some costs not yet being due for the full year.

Overall there is a surplus on service chargeable costs of £17,004.50 once the recharges are paid back to us. There are some committed costs such as the floor polishing and intercom repairs which will bring this down towards the end of the year however, we still expect to end the year with a healthy surplus.

Tenant costs are overspent by £16,203.72 however there were some high spend works carried out across the year which were overdue plus high void costs for both void rent and works. Spending on tenanted properties is now essential repairs only. The heating costs are overspent as we have had to replace a number of ineffective radiators which the Council are not able to provide additional funding for. KK is tracking these works in order to apply for additional funding in 19/20 if she can prove the expenditure exceeds the allowance we are given and that the works are essential.

**Repairs and Maintenance:**

* Most repairs issues over the last month have been minor issues with HHW breakdowns and blockages. There are some issues with pipework running upwards which causes blockages which we hope will be rectified when the kitchens and bathrooms in tenanted properties are replaced. KK has chased WBC for information on when this is likely to go out to tender but there has been no information through yet. Another Co-op notes that their programme is due to commence shortly and they were not involved in the process at all, so we are keen to ensure this doesn’t happen here.
* A WBC contractor arrived on side two weeks ago and advised that they were quoting to replace all boilers in tenanted properties which were over 5 years old – he advised the contract was due to be on site within 6 weeks. KK has tried to confirm this with WBC but have been told “already out to tender, no idea when on site at Totteridge as it is a 36-week contract but can be discussed at pre-contract meeting.”
* We have also carried out several window repairs on the communal landings and are preparing for overhauls to be carried out to endure the automatic opening windows are in working order in case of an emergency.
* We also had to replace a bathroom in a tenanted property due to age and condition resulting in 5 leaks in to the property beneath over the last two years. Patch repair was not possible any longer.
* The floor polishing test has taken place on the 8th floor, the contractors reported that there are many layers of old polish and dirt imbedded in to the flooring so it has been a real challenge to remove it all before laying a fresh cost of polish. The works are ‘finished’ however appear very patchy so KK is awaiting a post inspection visit from the contractor to rectify the issues. The invoice has not been paid for these works. Due to the unforeseen additional works to remove the existing layers of polish, the overall quote has increased to an amount higher than one of the original quotes, the committee has advised to instruct the other company (DB Services) to come and do a test floor also to see the quality of their work before proceeding any further with Starlet Cleaning.
* The front door was once again vandalised – the person was caught on CCTV but is not a resident and unfortunately the resident who knows them has not yet passed on their details. The glass was replaced on Thursday 14th March.

**Other**

* Handback of rent accounts has now taken place, we are still ironing out a few issues with the Council and have been advised to keep our rent account open for up to 12 months to catch any stray payments. We will still be reconciling on a monthly basis and I will contact any tenants still paying us to advise them to pay WBC direct.
* KK is still working through the FRA and updating the Councils online database – riskbase. There are now 19 outstanding recommendations however all of these are in progress – two are for the Council to action and three relate to the fire door checks. All signage has now been installed throughout the block.
* KK has heard nothing further from Badric Court regarding the parking situation so we need to consider a plan of action independently.
* There is no further update on the sprinkler issue.
* The issue with a flat sub-letting on air bnb continues; KK sent a letter to the leaseholder in November 2018 advising that they are in breach of the lease and there has been some communication since then regarding the removal of their tenants. Unfortunately, the advert remains live and the property is still being let regularly a second letter has gone out to the leaseholder advising them of impending legal action.
* At the Co-o forum on 18th Feb, the Council advised that the proposal to remove the CCTV systems in many estates including Totteridge House has been placed on hold. No reasons were given for this and we await further information.

**5. SIB Ideas**

Proposal to install additional planters and compost bins.

**6. Draft Budget 19/20**

The meeting approved the draft budget. This was proposed by SL and seconded by AM. All in favour.

**7. AOB**

KK to organise chute room overhaul.

KK to ask WBC if there are any plans to put a PRS in on Yelverton Road before we proceed with our own petition.

KK advised of a Pidgeon problem in the 5th floor laundry room where one of the grilles has fallen out and allowed access – pest controllers are here this week removing the nests and cleaning up.

KK to change all locks in laundry rooms as we do not currently have access.

KK to check why these rooms cannot be sued as storage.

WA provided details of a solicitor who can assist with the office lease renewal.

**Meeting closed at 19:05**

**Actions:**

KK to organise chute room overhaul.

KK to ask WBC if there are any plans to put a PRS in on Yelverton Road before we proceed with our own petition.

KK advised of a Pidgeon problem in the 5th floor laundry room where one of the grilles has fallen out and allowed access – pest controllers are here this week removing the nests and cleaning up.

KK to change all locks in laundry rooms as we do not currently have access.

KK to check why these rooms cannot be sued as storage.

WA provided details of a solicitor who can assist with the office lease renewal.