# Minutes of the Totteridge House Annual General Meeting

# **02.02.2022**

|  |  |  |
| --- | --- | --- |
| **Present** |  | **In attendance** |
| Sumi LatchmanCarey Ann Tracey Greenwood |  | Kamila Klidzia (Staff)Siovhan Crombie (WBC) |

Apologies from Nicola Lionello, Will Awad.

**1. Minutes of the last meeting**

The minutes of the meeting dated 18/08/2021 were read and approved as a true and accurate record.

Proposed by SL

Seconded by TG

**2. Matters Arising**

None

**3. Managers report**

**Finance: 31/12/2021**

Income appears to be lower than expected due to a service charge reconciliation but other than that, income is in line with the expectation. There is currently a deficit of £4044.21.

Expenditure:

Block repairs and maintenance show a surplus of £1.31 however we are due to be reimbursed £6000 by the other coops for the shared Peninsula and Microsolv contracts. We also have overspent on bulk rubbish removal and estate repairs which was the replacement of the two drop key entries which could not be repaired.

Staffing shows a surplus of £1960.32 as we have had no expenditure on recruitment, training or staff cover.

Management and service costs show a surplus of £3578.08 as we have had minimal expenditure in the first quarter.

Overall, there is a surplus of £3797.18 before the reimbursement which we will recover in the next few weeks.

Tenant costs show a deficit of £6077.70 however we are due approx. £4500 back from the Council for boiler replacements plus £1822.62 for rebuilding a wall in a buy back property. We have also had two voids in the first quarter which is quite unusual plus a major works void in October which required extensive works that could not be completed by Amber Construction due to timing.

**Repairs and Maintenance:**

* The kitchen and bathroom programme is ongoing and the revised completion date is August 2022. The programme has gone well with only a few teething problems which has been quickly resolved by Leni on site.
* The bin chutes were booked to be repaired today however there has been a delay on materials. The chute at the back of the building has been rebooked for Monday 7th Feb and the front chute will be approx. 2-3 weeks as a special type of reinforced metal is required and will not be available until then.
* The front gate repairs was also due to be finished today and the parts also did not arrive, we have had confirmation from the manufacturer that the parts have been sent and our contractor is on standby to install both the new magnetic lock and the new overhead closer as soon as they arrive.
* The drop key which was vandalised has been repaired.
* New cigarette bins have arrived and will be installed on Tuesday 8th Feb.
* The outdoor tap boxing will be rebuilt on 8th February.
* A regular surveyor cannot provide a report for us for the intercom system so I have contacted two electrical engineers to enquire on costs and process.
* More flats are reporting damp and condensation in the bathrooms and lack of adequate ventilation so I requested some flow testing and duct clearance by WBC, I provided contact information for four properties and as far as I am aware, the contractors have not visited but I have had reports today that the fans appear to have been repaired as you can now hear and feel them working correctly. I will be keeping an eye on this.

**Admin:**

* We have had three new tenants this year we hope will join the co-op, and committee.
* The specification for the cleaning contract is complete and will be sent out to three companies this week with the new contract to start on 1st April.

**8. Small Improvement Bids**

Proposed mural – it was decided to speak to some local artists and see if we can generate more ideas.

**9. AOB**

Kamila to clear drying rooms as some may be being used by residents for storage.

Meeting closed 19:35