

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held at 3 Copenhagen Gardens Thursday 5/05/22

Attendees	Apologies
Sara Malin Peter Kosmalski Clare McCaffrey Martin Barnbrook (minutes) Kingsley Gomes Michele Gibson (part)	James Marchant

Review of minutes & actions from meeting held 6/10/21		
14	Picnic tables Agreed that the three new picnic tables will now be used as plant pot stands Update 5/05: Sara to speak to the gardener on 6/05 to get plant pots moved onto the picnic tables – OPEN	Action: Sara to speak to Jay to arrange this OPEN – Sara to provide update

Review of minutes & actions from meeting held 13/02/22		
2	Suggested by Sara that development proposals potentially affecting Copenhagen Gardens directly (ie within CG) and indirectly (ie outside of CG) should be notified to owners/residents by FEM Generally agreed that this would be useful for relevant development proposals, so that owners/residents are in an informed position to give feedback to Ealing Council if they wish to Update 5/05: Sara awaiting a response from Ealing Council as to why some are notified of some developments and others not. Involvement of FEM in this process still to be clarified – OPEN	Action: Sara to discuss and agree with FEM how this process will work OPEN – Sara to provide update
3	Sara asked that the status of home office/working from home/running a business from home be clarified as stated in the Rent Charge Deed 17/03: The RCD does <u>NOT disallow</u> the running of businesses from houses, as confirmed by FEM Update 5/05: Michele's action not discussed, hold to future meeting – OPEN	Action: James to confirm what, if anything, is detailed in the RCD regarding home office/working from home/running a business from home OPEN – Michele to check for local laws around running businesses from home

Review of minutes & actions from meeting held 17/03/22		
3	<p>NatWest a/c – organisation & roles</p> <p>James has been added as an account signatory and has setup online banking, but NatWest have still to confirm this. There are several ex-directors that need to be removed as signatories. Martin and Kingsley need to be added</p> <p>Clare has sent an a/c statement to FEM for the preparation of the company accounts</p> <p>Update 5/05: James sent the link to Martin and Kingsley to add themselves as NatWest a/c signatories. Martin has completed this. Kingsley still to do</p> <p>James to clarify if we now have online banking for this a/c, who has access to it and how it works around signatories. James to have ex-directors removed from the signatories list – OPEN</p>	<p>Action: James to send the link to Martin and Kingsley so that they can be added as signatories – COMPLETED & CLOSED</p>
4	<p>Number XXX & number XXX development proposals – update</p> <p>It is believed that number XXX resubmitted their development proposal without change to Ealing Council as it was initially filed incorrectly</p> <p>Planning permissions for number XXX & number XXX (garden room) are still pending</p> <p>The status of the licence to alter permissions for XXX & XXX is unknown</p> <p>Update 5/05: The orangery and garden office for number XXX have been approved by the council. The extension to number XXX has also been approved, with a dimension amendment – CLOSED</p>	<p>Action: Martin to check progress and status on the licence to alter permissions for XXX & XXX with FEM</p> <p>CLOSED 5/05 – see agenda item #5 5/05 meeting below re licence to alter</p>
7	<p>Electric recharging for car charging email from FEM re number XXX – decision</p> <p>FEM has asked us to decide how number XXX are invoiced for their EV charging. The options and reasoning for this were unclear to the group, so a decision was not made</p>	<p>Action: Martin to speak to FEM to clarify the options and present a recommendation at the next meeting for a decision to be made</p> <p>CLOSED 5/05 – see agenda item #6 5/05 meeting below</p>
8	<p>Proposal for a Queens Platinum Jubilee party (unbudgeted project)</p> <p>Options for this were discussed, such as holding it in a local pub and running it as a bring-your-own food and drink, as there is no budget planned for it</p> <p>Some of the directors will be away during the Jubilee weekend and the others present at the meeting declined to lead this</p>	<p>Action: Sara to confirm if she wishes to move this forward and the outline plan for it</p> <p>CLOSED 5/05 – see agenda item #7 5/05 meeting below</p>
9	<p>Transparency: directors meeting agendas & minutes on website – discussion</p> <p>This will be held over to the next meeting due to time constraints.</p>	<p>Action: Martin to include this on the next meeting agenda.</p>

		CLOSED 5/05 – see agenda item #8 5/05 meeting below.
10	<p>Trellis for CG entrance road</p> <p>The project is budgeted at £1.5k and ideally should be completed by winter/spring ie before the plants start growing. The status of this project is not clear and needs to be clarified, as does the project owner</p>	<p>Action: Peter to contact The Boys to what has been agreed, the status of the work and current plan</p> <p>Action: Sara/Peter to update at the next meeting and clarify who is running the project</p> <p>CLOSED 5/05 – see agenda item #12 5/05 meeting below</p>
11	<p>Legal fees for Rent Charge Deed</p> <p>Michele has received feedback from the solicitors on the RCD issue. Kingsley and James have also provided their input. It was suggested and agreed that a sub-group would be formed to look at options and present recommendations, preferably at the next meeting in May</p>	<p>Action: Michele, Kingsley & James to form sub-group and aim to report back at the May meeting</p> <p>Action: Michele to confirm current spend against £1k budget</p> <p>CLOSED 5/05 – see agenda item #13 5/05 meeting below</p>
12	<p>Drains & roadway investigation</p> <p>The CCTV work has been completed following a false start. Comms asking residents to avoid parking over manhole covers was issued by FEM. Clare has chased for the survey output but has yet to receive it</p>	<p>Action: Clare to continue chasing Haydn Evans and update at the next meeting</p> <p>CLOSED 5/05 – see agenda item #14 5/05 meeting below</p>
13	<p>Watering project trial for Block B</p> <p>Peter has compiled the list of parts required for the trial system and has surveyed the trial area. How the system will operate is still to be confirmed</p> <p>Peter mentioned that on lifting the water meter cover for #33, he found water in it (whereas the one for 32 was dry, as expected)</p>	<p>Action: Peter to complete the plan and timescales for the watering trial and update at the next meeting</p> <p>CLOSED 5/05 – see agenda item #15 5/05 meeting below</p>
14	<p>EV charging points</p> <p>It was agreed that EV charging would be reviewed again once we have the drains & roadway investigation report and have decided on any necessary expenditure. If the drains & roadway remedial work is minor, then we could consider spending some of the NatWest a/c funds on EV charging.</p>	<p>Action: Martin to include this on the agenda when appropriate.</p>

16	<p>Jay contract for spring 2022 update (effective 1/04/22) Peter to extend Jay’s winter contract by a month to the end of April, and then introduce the summer contract from 1/05/22</p> <p>Update 5/05: Peter has drafted Jay’s summer contract, but it’s still to be discussed and agreed with him. The summer contract to start from early May – OPEN</p>	<p>Action: Peter to discuss this change with Jay and prepare the summer contract</p>
17	<p>Solar panels – discussion Agreed that this was a potential issue that we should be prepared for, but more information is needed</p>	<p>Action: Kingsley to see if we can get more information on solar panels</p> <p>CLOSED 5/05 – see agenda item #9 5/05 meeting below</p>
18	<p>Ivy on 208 Southfield Road fence The previous owner of the house used to trim the ivy but, so far, the new owners haven’t done this. It was suggested that Jay could trim the ivy on the CG side of the fence, but Peter confirmed that the previous owner had warned that this needed to be done carefully as the fence is not in a robust condition. It is assumed that the fence is owned by 208 Southfield Rd</p> <p>Update 5/05: Peter has left a message about trimming the ivy with the building at 208 Southfield Rd. Peter to chase the owner up if nothing is done about it – OPEN</p>	<p>Action: Peter to speak to the owners of 208 Southfield Rd to try to agree a solution, preferably where we allow them access to CG to trim the ivy back</p>
22	<p>Residents’ handbook & welcome letter (unbudgeted project – zero cost) Martin discussed this as an idea with Robyn at FEM, who said that most similar developments have a residents’ handbook. It was agreed that this would be a useful thing for us to have, but also recognised that this is a major piece of work and so will take some time to draft. The handbook would include property sellers’ information Input from directors and FEM will be needed</p> <p>Update 5/05: Kingsley has provided Martin with an example of a residents handbook – CLOSED</p>	<p>Action: Martin to draft a framework for the contents and distribute for comment</p> <p>Action: Kingsley to check if he can get a copy of the handbook for where he currently lives, to use as an example</p> <p>CLOSED 5/05 – see agenda item #11 5/05 meeting below</p>
23	<p>AOB</p> <ul style="list-style-type: none"> • Robyn has advised that we take photos of the electricity meters on 31/03, so that we have a record of usage before the prices increases on 1/04 • There was a query around how directors formal voting arrangements • Peter is planning on adding guttering to Jay’s shed to collect rainwater for plant watering 	<p>Action: Peter to give Clare access to the meters so that she can take the photographs – COMPLETED & CLOSED 5/05</p> <p>Action: Martin to send out the Memorandum of association for CG Amenities to the group – COMPLETED & CLOSED 5/05</p>

Minutes & actions for meeting held 5/05/22		
1	<p>Review of minutes & actions from meetings held 6/10/21, 13/02/22 & 17/03/22</p> <p>See above</p>	See above
2	<p>Service charge payments – update</p> <p>A very positive position, with just one debtor who has yet to pay anything for this year. Six properties have paid the full year, 39 have paid to the half year and one has made part payments. FEM are chasing the debtor</p>	Action: CLOSED (updates on payments and debtors at future meetings)
3	<p>Move £5k back to NatWest a/c from current a/c</p> <p>Agreed in principle to move the £5k from the current a/c back to the NatWest a/c from which it was borrowed in December 2021, but it is unclear which current projects and BAU budget line(s) the money should be taken from</p>	Action: Clare to speak to FEM/accountant to agree how best to do this
4	<p>Budget for plants this year – split Gardening BAU line (£2k budget)</p> <p>Sara confirmed that the Gardening BAU line should notionally be split with £1600 for the gardener and £400 for plants. All plant purchases are to be put against the Gardening BAU line</p> <p>Sara also mentioned that the gardener is offering to take rubbish away at £22 per bulk builders tonne bag</p> <p>Martin confirmed that FEM has put a recent gardening cost against Repairs & Maintenance in error</p>	<p>Action: Martin to confirm notional Gardening BAU budget split to FEM</p> <p>Martin to ask FEM to move £93.47 from Repairs & Maintenance to Gardening BAU</p>
5	<p>Licence to alter process – discussion on Amenities role</p> <p>Kingsley's solicitor has reviewed the LTA process and documents proposed by FEM and has suggested changes which will make them more appropriate for CG (PDF copy of notes provided by Kingsley at the meeting are distributed with the minutes, for information)</p> <p>It was agreed that we will adopt this process, which will be free of charge for owners. Kingsley will take ownership of it ie to review all proposals received. Peter will act as the co-signatory for the approval documents</p> <p>Number 27 will be used to trial this. The LTA for number 2 will be reviewed by Martin and Peter</p>	<p>Action: Kingsley to communicate the process and documents agreed for LTA to FEM</p> <p>Martin to draft the comms to be sent to all house owners to explain the LTA process</p>
6	<p>Electric recharging for car charging email from FEM re number XXX – decision</p> <p>Having discussed the options, the concern around consistency and practicalities should other residents request to do something similar resulted in the decision to withdraw the facility for number XXX, with suitable notice given and a charge made for the electricity used to date</p> <p>Peter confirmed that the power point can be locked, if necessary</p>	Action: Martin to agree with FEM how best to communicate the decision to number XXX
7	<p>Proposal for a Queens Platinum Jubilee party</p> <p>Agreed by the group that this will not be pursued</p>	Action: CLOSED

8	<p>Transparency: directors meeting agendas & minutes on website – discussion</p> <p>After some discussion, it was agreed that directors meeting agendas and minutes will be published on the CG website from now onwards. A copy of the budget will also be put on the website. Any references to specific individuals and properties will be redacted</p>	Action: Martin to investigate how to place documents on the CG website, starting with the May 2022 meeting
9	<p>Solar panels – discussion</p> <p>Insufficient time to discuss this item</p>	Action: Martin to re-schedule for a future meeting
10	<p>Estate painting – schedule</p> <p>Insufficient time to discuss this item</p>	Action: Martin to re-schedule for a future meeting
11	<p>Residents’ handbook – update</p> <p>Insufficient time to discuss this item</p>	Action: Martin to re-schedule for a future meeting
12	<p>Trellis for CG entrance road</p> <p>Insufficient time to discuss this item</p>	Action: Martin to re-schedule for a future meeting
13	<p>Legal fees for Rent Charge Deed</p> <p>Kingsley and Michele presented their current view on options for how the RCD issue potentially affecting freehold sales could be mitigated (PDF copy of notes provided by Kingsley at the meeting are distributed with the minutes, for information). Some more work on this needs to be done – Michele is consulting her solicitor on several points. James, Kingsley and Michele will meet to clarify options</p> <p>A special meeting may be required to agree actions, as this is a complex subject</p>	Action: Review at next directors meeting or hold a special meeting to discuss this further – James/Kingsley/Michele to confirm
14	<p>Drains & roadway investigation</p> <p>Clare confirmed that the results of the CCTV survey of the drains have been received. The initial view is that the condition of the drains isn’t quite as bad as previously thought, though the survey results need a thorough review to decide on the remediation plan</p>	Action: Clare to forward the survey results to all directors for review and further discussion on repairs
15	<p>Watering project trial for Block B</p> <p>Peter confirmed that the scope of the watering trial has changed from Block B to the houses in the row from number 25 to number 31 inclusive. The budget of £1.4k is insufficient for the work and equipment required, and so Peter has suggested that the Estate office garage door replacement project is cancelled to move the £1k ie a total budget of £2.4k for the Watering project</p> <p>The installation work will be done during May. The houses involved in the trial will receive a letter to seek their permission. The one-month watering trial will start in May</p>	Action: Peter to order the watering equipment Peter to draft the letter to the residents regarding the trial and send to Martin Martin to review the letter and ask FEM to send it to numbers 25 to 31
16	<p>Estate office garage door replacement</p> <p>Peter has suggested cancelling this project to divert the £1k budget to the Watering project for Block B project</p>	Action: Martin to confirm the project cancellation and budget move to FEM

17	Estate office waterproofing floor & wall joints Insufficient time to discuss this item	Action: Martin to re-schedule for a future meeting
18	Lightbulbs replacement, potholes, Jay's shed guttering, compost area Insufficient time to discuss this, though Martin confirmed his approval for Peter's spend on shed guttering	Action: Peter to purchase the parts for the guttering and ask FEM to charge it to Repairs & Maintenance BUA Martin to re-schedule for a future meeting
19	Railway fence repairs Insufficient time to discuss this item	Action: Martin to re-schedule for a future meeting
20	AOB None	Action: None
21	Agree date for next meeting Next meeting agreed for Thu 9 June at 6pm, venue tbc. Key focus for the meeting will be project updates	Action: Martin to set up the meeting and issue the draft agenda