

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held via Zoom Thursday 9/06/22

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

Review of minutes & actions from meeting held 6/10/21		
14	<p>Picnic tables Agreed that the three new picnic tables will now be used as plant pot stands</p> <p>Update 5/05: Sara to speak to the gardener on 6/05 to get plant pots moved onto the picnic tables – OPEN</p> <p>Update 9/06: Martin and Sara discussed this ahead of the meeting to propose that the tables are removed by Jay and the wood re-purposed for CG uses, which was agreed at the meeting. Martin to ask Jay to do this – CLOSED</p>	<p>Action: Sara to speak to Jay to arrange this</p> <p>OPEN – Sara to provide update</p> <p>CLOSED 9/06</p>

Review of minutes & actions from meeting held 13/02/22		
2	<p>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</p> <p>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</p> <p>Update 9/06: Martin and Sara discussed this ahead of the meeting to propose that this idea be dropped due to practicality issues, which was agreed at the meeting – CLOSED</p>	<p>Action: Sara to discuss and agree with FEM how this process will work</p> <p>OPEN – Sara to provide update</p> <p>CLOSED 9/06</p>
3	<p>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</p>	<p>Action: James to confirm what, if anything, is detailed in the RCD regarding home office/working from</p>

	<p>17/03: The RCD does <u>NOT disallow</u> the running of businesses from houses, as confirmed by FEM</p> <p>Update 5/05: Michele's action not discussed, hold to future meeting – OPEN</p> <p>Update 9/06: Michele mentioned that Ealing Council has disallowed businesses being run from houses, where they were full business operations rather than just working from home. Michele to send out links to the relevant rules/legislation – OPEN</p>	<p>home/running a business from home</p> <p>OPEN – Michele to check for local laws around running businesses from home</p>
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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>Update 9/06: At the meeting, it became clear that there is still some confusion around who has access to which NatWest accounts and at what level eg online banking facilities. NatWest haven't helped this by sending somewhat confusing emails to some directors. Clare believes that a bank card might have recently been delivered to her home but addressed to James. She has forwarded this unopened to James. Martin to raise this with James to try to clarify the current situation – OPEN</p>	<p>Action: James to send the link to Martin and Kingsley so that they can be added as signatories – COMPLETED & CLOSED</p>
16	<p>Jay contract for spring 2022 update (effective 1/04/22)</p> <p>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>Update 9/06: Clare has kindly agreed to format Peter's summer contract documents for Jay into a single Word doc. Peter to send Clare the documents with clear instructions, then Peter to arrange for the contract to be signed – OPEN</p>	<p>Action: Peter to discuss this change with Jay and prepare the summer contract</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> <p>COMPLETED & CLOSED 9/06 – the ivy has now been substantially trimmed back by Simon, the new gardener</p>
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Minutes & actions for meeting held 5/05/22		
3	<p>Move £5k back to NatWest a/c from current a/c 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> <p>Update 9/06: As we did not budget to move the £5k back from the current a/c to the NatWest a/c this year, it is now difficult to do as there are no budget lines to take it from. It was agreed that this would be included in the 2023 budget. Martin to note for the 2023 budget meeting agenda in late 2022 – OPEN</p>	<p>Action: Clare to speak to FEM/accountant to agree how best to do this</p>
4	<p>Budget for plants this year – split Gardening BAU line (£2k budget) 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 Sara also mentioned that the gardener is offering to take rubbish away at £22 per bulk builders tonne bag 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> <p>COMPLETED & CLOSED – FEM are now aware of the notional gardening budget split and have moved the £93.47 to the Gardening budget line</p>
5	<p>Licence to alter process – discussion on Amenities role 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) 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 Number XXX will be used to trial this. The LTA for number XXX 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> <p>COMPLETED & CLOSED – comms drafted and with</p>

		directors for review. See agenda item #3 9/06 meeting below
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> <p>Update 9/06: FEM has written to number XXX to inform the owner of the withdrawal of the EV charging facility. He called Robyn at FEM about this and didn't react well to the decision, saying he would charge his vehicle from his home, which is not practical and present H&S issues. We will need to monitor the situation – CLOSED</p>	<p>Action: Martin to agree with FEM how best to communicate the decision to number XXX</p> <p>CLOSED 9/06</p>
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> <p>Update 9/06: Martin has engaged Phil Bergquist, who provides website support to us, to add the functionality to post our meeting agendas and minutes online. Phil is in the process of writing the instructions, having completed the development. The cost for this should be c £150. Martin to post the meeting documents from May and June on the CG website as soon as the instructions are made available and signed off – OPEN</p>	<p>Action: Martin to investigate how to place documents on the CG website, starting with the May 2022 meeting</p>
9	<p>Solar panels – discussion</p> <p>Insufficient time to discuss this item</p>	<p>Action: Martin to re-schedule for a future meeting</p> <p>CLOSED – see agenda item #15 9/06 meeting below</p>
10	<p>Estate painting – schedule</p> <p>Insufficient time to discuss this item</p>	<p>Action: Martin to re-schedule for a future meeting</p> <p>CLOSED – see agenda item #16 9/06 meeting below</p>
11	<p>Residents' handbook – update</p> <p>Insufficient time to discuss this item</p>	<p>Action: Martin to re-schedule for a future meeting</p> <p>CLOSED – see agenda item #17 9/06 meeting below</p>

12	<p>Trellis for CG entrance road Insufficient time to discuss this item</p>	<p>Action: Martin to re-schedule for a future meeting</p> <p>CLOSED – see agenda item #6 9/06 meeting below</p>
13	<p>Legal fees for Rent Charge Deed 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 A special meeting may be required to agree actions, as this is a complex subject</p>	<p>Action: Review at next directors meeting or hold a special meeting to discuss this further – James/Kingsley/Michele to confirm</p> <p>CLOSED – see agenda item #7 9/06 meeting below</p>
14	<p>Drains & roadway investigation 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>	<p>Action: Clare to forward the survey results to all directors for review and further discussion on repairs</p> <p>Clare has circulated the survey results to all</p> <p>CLOSED – see agenda item #8 9/06 meeting below</p>
15	<p>Watering project trial for Block B 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 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>	<p>Action: Peter to order the watering equipment</p> <p>Peter to draft the letter to the residents regarding the trial and send to Martin</p> <p>Martin to review the letter and ask FEM to send it to numbers 25 to 31</p> <p>The letter to explain the trial to numbers 25 to 31 was sent by FEM on 27/05/22</p> <p>CLOSED – see agenda item #9 9/06 meeting below</p>
16	<p>Estate office garage door replacement Peter has suggested cancelling this project to divert the £1k budget to the Watering project for Block B project</p>	<p>Action: Martin to confirm the project cancellation and budget move to FEM</p> <p>COMPLETED & CLOSED – FEM are now aware of the project</p>

		being closed and budget move
17	Estate office waterproofing floor & wall joints Insufficient time to discuss this item	Action: Martin to re-schedule for a future meeting CLOSED – see agenda item #12 9/06 meeting below
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 CLOSED – see agenda item #13 9/06 meeting below
19	Railway fence repairs Insufficient time to discuss this item	Action: Martin to re-schedule for a future meeting CLOSED – see agenda item #14 9/06 meeting below

Review of minutes & actions from meeting held 9/06/22		
1	Review of minutes/actions from meetings on 6/10/21, 13/02/22, 17/03/22 & 5/05/22 See above	See above
2	Service charge payments & outgoings update All owners have now made at least one service charge payment, with 8 having paid in full. The half-year demands have been issued by FEM See item agenda #18 AOB below re half-year service charge demands for those who have paid in full	Action: Clare to forward the latest income & expenditure report from FEM – COMPLETED & CLOSED CLOSED – updates on payments, debtors and outgoings at future meetings
3	Letter of Consent update Kingsley & Martin have issued the final draft of the LOC comms for review. Martin is finishing off the LOC application and approval forms, which he will issue for review wc 13/06 Kingsley requested volunteers to act as backup directors for the process – Martin and Clare agreed to do this	Action: Martin to issue the final version of the LOC docs for sign off and then ask FEM to issue the comms to all house owners as soon as possible Kingsley and Peter to start reviewing and approving

		applications from 1/07/22 onwards
4	<p>Gates repair plan</p> <p>There was discussion around the merits of using our existing contractor, Eagle Automation Systems Ltd, with which we have an existing maintenance contract versus shopping around for a cheaper quote for the repairs. The group agreed that we should use Eagle, as they advised us on the fault and therefore have “ownership” of their solution. It would also avoid any post-repair issues with the Eagle service contract</p> <p>It was suggested that once repaired, we could open the gates automatically in the morning and then close them automatically in the evening, avoiding power and phone costs. We need to check with Eagle if this timed opening and closing functionality is available to us</p> <p>Peter mentioned that there is also an existing issue with sensor pad, which will require a repair quote from Eagle. This work should be completed at the same time the motors are replaced. He also mentioned a drainage issue, which should be mentioned to Eagle</p> <p>The NatWest a/c will need to be used to fund the gate motor repairs. The cost of this is £6900 incl VAT</p> <p>This is a large, expensive project that needs to have a dedicated director coordinating the work with Eagle, FEM and CG comms to residents. A volunteer is needed for this. Without this in place, the gate repairs will likely take longer to complete and there would be an increased risk to the overall project success</p>	Action: It was suggested that either Sara, Sherif or James could take on the coordinating role – please confirm to the group if you are happy to do this and the gates phone line replacement (see agenda item #5 9/06 meeting below)
5	<p>Gates phone line</p> <p>Robyn at FEM has recently reported to us that the Virgin telephone line we currently use for the gates will be moved from copper wire to fibre (VoIP) effective 31/08/22. VoIP is not a practical solution for the gates, as we do not have space for a router and there is a risk of the internet service being unavailable, which would prevent the gates from opening</p> <p>Robyn has suggested moving the phone line from Virgin to Entropie. The cost of this would be £99 installation fee then £13.95/month plus call charges. A new phone number would be required for the gates</p> <p>The change from Virgin to Entropie should be managed as part of the gates repair project, so that when the gates start operating again, the new phone line provided is in place</p>	Action: see agenda item #4 9/06 meeting above
6	<p>Trellis for CG entrance road</p> <p>The trellis has been erected by The Boys. The total cost was £1650 vs £1500 budget, which represents a 10% overspend</p>	Action: COMPLETED & CLOSED
7	<p>Legal fees for Rent Charge Deed</p> <p>Michele and Kingsley explained the two quotes from the two solicitors engaged to do the initial work on this. They vary in cost and approach</p>	Action: Michele and Kingsley to issue a summary of the quotes for review, so that a decision on which one to accept can be made

	It needs to be clarified if FEM have any potential involvement in this once the solicitor starts the process off and how the owners comms will be done	
8	Drains & roadway investigation Clare has distributed the results of the CCTV survey to the group. It was agreed that the subject is too complex to devise and agree a plan at a directors meeting, and so a sub-group was proposed to focus on this. The group will consist of Clare, Martin and Peter	Action: Clare to arrange for the group to review the CCTV report and produce a recommendation with costings for discussion at a future meeting
9	Watering project trial for numbers 25 to 31 The trial hardware is still expected to be installed for numbers 25 to 31 during July. Number 26 has opted out of the trial Concerns were voiced by the group around the potential rollout costs, likely payback period and cost saving should the trial prove successful. Rollout costs will need to be included in the 2023 budget review	Action: Peter to provide details of the rollout costs and cost savings and anything else that will help us make an informed decision on the future of this project Peter to ask Sara to look after this project while he is away Martin to note for the 2023 budget meeting agenda in late 2022
10	Repaint parking bays & bay numbers Peter suggested cancelling this project, which was agreed. The budget (£1.4k) will be left in place is ringfenced for project and BAU overspends	Action: Martin to update FEM on the cancellation of this project and the use of its budget
11	Processes – any others that need clarification? The payments issue seems to be largely resolved now and no other process issues were raised Martin raised concerns around the relationship with FEM, which others shared: they are a partner, who we need to work with collaboratively rather than confrontationally, which we have seen of late. We need to treat members of the FEM as we would expect to be treated ourselves ie politely and with respect. Using the phone or Zoom is often a better way of resolving issues than numerous emails Having a central point of contact was raised as an idea but not progressed. It was also suggested that Robyn would join the directors meeting on occasion	Action: CLOSED but we need to monitor this with FEM Martin to speak to Robyn about her attending future meetings
12	Estate office waterproofing floor & wall joints Insufficient time to discuss this item	Action: Martin to schedule a meeting agenda update when there is sufficient time to discuss
13	Lightbulbs replacement, potholes, Jay's shed guttering, compost area Insufficient time to discuss this item	Action: Martin to schedule a meeting agenda update when there is sufficient time to discuss

14	<p>Railway fence repairs It was agreed that as this is not a budgeted item, it will have to wait until at least 2023</p>	Action: Martin to note for the 2023 budget meeting agenda in late 2022
15	<p>Solar panels discussion Insufficient time to discuss this</p>	Action: Martin to schedule a meeting agenda update when there is sufficient time to discuss
16	<p>Estate painting schedule Michele confirmed that the painting was last done by The Boys in September 2018, which means that it is due to be redone in 2023. Given the good condition the paintwork, it was questioned whether we can postpone this until 2024</p>	Action: Martin to note for the 2023 budget meeting agenda in late 2022
17	<p>Residents' handbook update Martin reported that this hasn't progressed as attention has been on preparing for the Letter of Consent</p>	Action: Martin to schedule a meeting agenda update when appropriate
18	<p>AOB Share certificates: it is unclear if signed share certificates have been issued to numbers XXX and XXX. Martin and Nicky at FEM discussed this and agreed that the quickest way to resolve this is for Nicky to send new certificates for Martin to sign Martin has already signed and returned the certificates for numbers XXX, XXX and XXX. It is unclear what the status is of the certificate for number XXX, as that sale was in progress and completed at the time of the move of managing agents to FEM from CPS</p> <p>Service charge demands: Martin and Robyn at FEM discussed the issue whereby owners who have already paid in full receive a mid-year demand. They agreed that an additional note will be included for those who have paid in full to explain the mid-year demand is for information only</p> <p>Permitted development rights: Michele raised this subject and its potential impact on CG. We will likely need to educate ourselves on this before discussing</p>	<p>Action: Martin to sign the certificates and return them to FEM and to raise a query with CPS to check if Miranda issued the certificate to number XXX</p> <p>Action: Martin to diary a note to speak to FEM in May 2023 to confirm the details for this</p> <p>Action: Martin to schedule a meeting agenda update when there is sufficient time to discuss</p>
19	<p>Agree date for next meeting The next meeting will be held on Thursday 28 July at 6pm via Zoom</p>	Action: Martin to set up the initial Zoom meeting and send out invites