

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held via Teams

Thursday 17/11/22

2023 Budget

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

Minutes & actions from 2023 budget meeting held 17/11/22	
1	2022 projects & BAU <ul style="list-style-type: none">• 2022 projects were underspent by a total of £4.1k.• 2022 BAU items were also underspent in total, but the costs for the gate repairs (£6.9k), gate phone line (£800), gate groundwork (£730) & drains survey (£1.45k) were charged by FEM to BAU rather than the NatWest a/c, which therefore suggests an overspend.• The NatWest a/c is still owed £5k, which was paid into the current a/c in late 2021 to ensure invoices could be paid in December 2021.
2	2023 budget <ul style="list-style-type: none">• The group agreed on the principle to keep the 2023 budget as close as possible to the same overall level as the 2022 budget.
3	2023 projects <ul style="list-style-type: none">• It was agreed to apply a 10% increase to existing project quotes from potential suppliers to account for inflation.• It was agreed that we should not start any major new projects until the gate repairs are completed and the gates are in use once again.• Tree pruning – agreed by the group that this was not a high enough priority to be included in the 2023 budget but should be reviewed again for the 2024 budget.• Watering trial – the £1.5k budget was agreed with several caveats, which must be addressed before any of this budget can be used (see actions).• Legal fees for RCD – Michele and Kingsley confirmed that the two solicitors they engaged will not charge for of the work carried out to date relating to the RCD issue, therefore this budget requirement has been removed.• Update & enhance the CG website – the group agreed to include this project in the 2023 budget, which will be managed by Martin using our existing website contractor (see actions).• Repaint parking bays & bay numbers – it was agreed that the existing markings are sufficient for another year. To be reviewed in 2023 for the 2024 budget.• Repay monies into NatWest a/c – see #5 NatWest a/c below.

	<ul style="list-style-type: none"> EV chargers proposal – following discussion, the £20k initial proposal was reduced to £6k based on it being run as a service. This will not be included in the 2023 projects budget but will be further discussed in 2023.
4	<p>2023 BAU</p> <ul style="list-style-type: none"> Site services (Jay) – following discussions, it was agreed that this budget should be increased to £5.5k, which includes a £100 Christmas bonus payable in December 2023. Management fee (FEM) – the contract with FEM specifies that an increase in line with RPI is payable each year. This has been assumed to be 12.6% (total of £8.6k including an increase of £962) but this needs to be clarified with FEM (see actions). UPDATE: Michele has confirmed with Nicky at FEM that the increase will be 8% ie a total of £8.2k. Sundry fees – agreed to be reduced to £40. Gardening labour & plants – this was agreed to be kept at the same level as 2022 ie £2k, though it was noted that the 2022 budget was underspent. Estate painting reserve fund – the £2.5k was agreed to be moved to the NatWest a/c to ensure it is ringfenced. It was also reconfirmed that the property painting would be deferred from 2023 to 2024, as the overall condition of the existing paintwork is still very good. The RCD states that the external property paint should be carried out every five years, but it does allow directors to defer this (see actions). All other BAU items were as per the budget proposal spreadsheet issued by Clare prior to the meeting.
5	<p>NatWest a/c</p> <ul style="list-style-type: none"> It was agreed that the £5k, which was paid from the NatWest a/c into the current a/c in late 2021 to ensure invoices could be paid, should be repaid to the NatWest a/c in early 2023 (see actions). It was agreed that the £2.5k for the BAU estate painting reserve fund should be moved to the NatWest a/c in early 2023 to ensure it is ringfenced for use in 2024 (see actions). Should we have insufficient funds in the current a/c towards the end of the 2022 budget year to cover outstanding invoices, it was agreed that funds may be transferred from the NatWest a/c to the current a/c, to cover some of the money spent on the gate repairs and drain survey.
6	<p>Gate repairs</p> <ul style="list-style-type: none"> James explained the impasse with Securifix around them fixing the gates phone replacement and the balance payment they are claiming we owe them. It was agreed that James should approach Eagle to sound them out around taking this work over to ensure it is completed as soon as possible so that the gates can be switched back on. This is likely to mean that the £425 already paid to Securifix will need to be written off, though it is not intended that we pay the balance they are requesting.
7	<p>Drain repairs</p> <ul style="list-style-type: none"> Though this was not an agenda item for the meeting, it was discussed by the group. After some debate, it was agreed by all but one director that we should use PCW Drain Services Ltd for the repair works. However, it was also agreed that a decision on the contractor would be deferred until the next meeting to allow all the opportunity to engage in this debate.
8	<p>2023 budget actions</p> <p>Watering trial</p> <ul style="list-style-type: none"> The 2023 budget for the watering trial (£1.5k) cannot be used until the following actions have been completed: <ul style="list-style-type: none"> The watering trial for houses 25 to 31 (excluding 26) to be successfully run for a period to be agreed and positive feedback obtained from the residents involved. Action: Peter to complete all these actions before that the £1.5k watering trial budget for 2023 can be released for use.

	<p>This trial has already been funded from the 2022 budget (£511 spent).</p> <ul style="list-style-type: none"> ○ The potential rollout to all relevant properties is fully costed and explained. ○ The question of how future hosepipe bans will impact the watering scheme is resolved via the supplier in writing. <p>Update & enhance the CG website</p> <ul style="list-style-type: none"> ● Our existing website contractor, Phil Bergquist, is aware of the high-level requirements for the CG website changes, having provided a quote for work. He needs to be informed of the budget approval and to be provided with detailed requirements. <p>Repay monies into NatWest a/c</p> <ul style="list-style-type: none"> ● The £5k owed from the current a/c to the NatWest a/c needs to be repaid in early 2023. <p>Estate painting reserve fund</p> <ul style="list-style-type: none"> ● The £2.5k for the BAU estate painting reserve fund needs to be moved to the NatWest a/c in early 2023. <p>Management fee</p> <ul style="list-style-type: none"> ● The RPI increase for 2023 has been estimated but needs to be confirmed with FEM. 	<p>Action: Martin to contact Phil Bergquist to confirm that the budget approval and to start working on detailed requirements, which need to be shared with the group prior to the work being carried out.</p> <p>Action: Martin to include as an agenda item for the next meeting to agree the timing and ownership of this.</p> <p>Action: Martin to include as an agenda item for the next meeting to agree the timing and ownership of this.</p> <p>Action: Michele to contact Nicky at FEM to clarify the actual percentage and £ increase.</p>
9	<p>Miscellaneous actions</p> <p>Drain repairs</p> <ul style="list-style-type: none"> ● Options to be discussed at the next full meeting with a view to voting on which contractor to use. <p>Gate repairs</p> <ul style="list-style-type: none"> ● As Securifix appear to be unwilling to do any further work to get the replacement gates phone line operating, an alternative supplier should be sought. <p>RCD document</p> <ul style="list-style-type: none"> ● Michele mentioned that she had recently seen a copy of a CG RCD document dated 1990 as opposed to 1988, which is what all other RCD documents are dated. 	<p>Action: Martin to add drain repairs to the next meeting agenda.</p> <p>Action: James to approach Eagle to discuss the proposal for them to take over the gates replacement phone line from Securifix.</p> <p>Action: Michele to email a copy of the 1990 RCD document to group members for review.</p>
10	<p>AOB</p> <p>Christmas 2022 bonus for Jay</p> <p>Agreed that Jay should be given the £100 bonus in December.</p>	<p>Action: Martin to ask Nicky to pay Jay the £100 bonus.</p>

	<p>Test transfer via online banking from NatWest a/c to current a/c The online banking test was successful and the £100 is now in the current a/c, credited to James' service charge account. Agree that the £100 should be transferred back to the NatWest a/c.</p>	Action: Martin to ask Nicky to repay the £100 to the NatWest a/c and adjust James' account.
	<p>Service charge overpayments FEM have confirmed that three owners have overpaid their 2022 service charge (numbers XXX, XXX & XXX). FEM have offered to write to the owners to offer to repay the amounts if they provide their bank account details. Agreed by the group that this should be done.</p>	Action: Martin to ask Nicky to contact the three owners to offer the repayments.
	<p>Use of Teams for meetings It was agreed that Teams worked well as a replacement for Zoom, with the benefit of not having a 40-minute limit on meeting length.</p>	Action: Martin to set up the next meeting using Teams.
13	<p>Next meeting Agreed as Thursday 19/01/23 6pm via Teams.</p>	Action: Martin to set up the meeting and issue the meeting link to the group.