

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held via Teams Wednesday 18/01/23

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

Review of minutes & actions from meeting held 15/09/22	
3	NatWest a/c access – James
6/10/21 Clare suggested an additional signatory for the treasury bank a/c. James volunteered for this, which was agreed.	6/10/21 Action: Sara to ask NatWest to confirm the process to add a signatory and to request an up-to-date statement for Clare. James to add himself as an a/c signatory – COMPLETED Peter to pass the a/c chequebook to Sara – COMPLETED
26/01/22 Clare now holds the NatWest a/c chequebook.	26/01/22 Action: James not yet added as a NatWest a/c signatory and statements for 2021 outstanding (required for company accounts ASAP) – Sara, Peter, James – COMPLETED
17/03/22 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. Clare has sent an a/c statement to FEM for the preparation of the company accounts.	17/03/22 Action: James to send the link to Martin and Kingsley so that they can be added as signatories – COMPLETED

	<p>5/05/22 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>5/05/22 Action: 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</p>
	<p>9/06/22 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.</p>	<p>9/06/22 Action: Martin to raise this with James to try to clarify the current situation – COMPLETED</p>
	<p>28/07/22 NatWest continue to process our applications for management of the account, with security vetting emails still being sent to account signatories. They have set Martin up as the key signatory (it is unclear why, as this was not requested). James has received a card reader and card to enable online banking, but NatWest have suspended this facility for the moment. NatWest called Martin to check details for FEM, which they accepted. Clare confirmed that she holds the account chequebook.</p>	<p>28/07/22 Action: James to update the group on the status of the account management at the next meeting – COMPLETED</p>
	<p>15/09/22 James confirmed that he successfully prevented NatWest from closing our account. He has also regained access to online banking, which needs to be tested.</p>	<p>15/09/22 Action: James to test the online banking facility with a £100 transfer from the NatWest a/c to the CG current account (which will be transferred back along with the outstanding £5k) – COMPLETED</p>
	<p>18/01/23 James and FEM have confirmed that the £100 online banking test transaction from the NatWest a/c to the CG current a/c was successful (the £100 now needs to be transferred back to the NatWest a/c – see AOB 17/11/22).</p>	<p>18/01/23 COMPLETED & CLOSED</p>
10	Request from number XXX for a residents (owners) vote on disabling the gates – All	
	<p>15/09/22 A proposal by the owner of number XXX requesting a vote by owners to permanently disable the gates as they serve no purpose</p>	<p>15/09/22 Action: Martin to confirm the decision to FEM for them to</p>

	was discussed by the board and a vote held, which was unanimous against the proposal as it would reduce CG security, especially at night.	inform the owner of number XXX.
	18/01/23 Martin provided FEM with text to include in the response that they sent to number XXX to confirm the decision that the gates will not be permanently disabled.	18/01/23 COMPLETED & CLOSED
11	Spend approval process for ad hoc/non-budgeted work/items – All	
	15/09/22 Peter recently raised the question around approval of unplanned/non-budgeted/unexpected expenditure. The group agreed the following process: the director requesting approval for the expense needs to obtain 3 other directors written approval (via email or WhatsApp) with all other directors copied.	15/09/22 Action: Martin to issue a process note to the group.
	18/01/23 Martin amended and reissued to the group on 12/12/22 the Process for reimbursement by FEM document to include the approval for ad-hoc unbudgeted work/items, as agreed at the meeting on 15/09/22.	18/01/23 COMPLETED & CLOSED
12	Tree pruning (2023 budget proposal)	
	15/09/22 This should be submitted for review at the 2023 budget meeting to be held in November.	15/09/22 Action: Sara to submit tree pruning budget proposal (see item #13).
	18/01/23 This proposal was reviewed at the budget meeting on 17/11/22 but agreed by the group as not a high enough priority to be included in 2023 but that it should be reviewed again for the 2024 budget.	18/01/23 COMPLETED & CLOSED
13	2023 budget preparation – Clare/Martin	
	15/09/22 The 2023 budget meeting agreed for early/mid-November to allow time for FEM to issue the 2023 service charge demands in December. Clare and Martin will confirm the budget process for this year, which will be sent out ahead of the meeting to allow time to prepare. Directors will need to nominate projects for review at the meeting.	15/09/22 Action: Martin to issue budget process and timeline in early October.
	18/01/23 The budget meeting was held on 17/11/22 as planned. The process, timeline and supporting documents were issued ahead of the meeting. The final agreed budget was provided to FEM in good time for service charge demands to be issued in December 2022.	18/01/23 COMPLETED & CLOSED
14	AOB – 28/07/22	
	New parking permits & CG Vehicle Code Clare will distribute the new (green) parking permits as per previous years. She does not need any assistance with this. The existing CG	Action: Clare to confirm the permit distribution dates to Martin , so that he can

<p>Vehicle Code will be reissued. Provisional dates for residents to collect their permits are Tue 13/09 and Sat 17/09.</p> <p>15/09/22 Clare is in the process of distributing the 2023 parking permits and code, with the final collection date of Mon 19/09. A reminder comms was sent out on Thu 15/09 as only 6 had been collected by then.</p> <p>18/01/23 Clare confirmed that all but c. 3 sets of permits have been issued for 2022/3. Martin said that the letter to residents to confirm the permit collection details in 2023 will include a note that even those who do not have a vehicle should collect their permits to use them for visitor parking.</p>	<p>prepare the comms for FEM to issue to owners.</p> <p>15/09/22 Action: Clare to confirm all permits collected.</p> <p>18/01/23 COMPLETED & CLOSED</p>
<p>Jay's winter 2022 contract Peter confirmed that the winter contract from 2021 can be reused for 2022, as only minor editing is required.</p> <p>15/09/22 Peter has confirmed that we will have Jay's winter 2022 contract written and signed off by the end of October.</p> <p>18/01/23 Peter confirmed via WhatsApp on 7/11/22 that Jay's winter contract has been signed.</p>	<p>Action: Peter to prepare the document and send to Jay for sign off before the winter contract is due to start.</p> <p>15/09/22 Action: Peter to prepare Jay's 2022 winter contract and liaise with Jay to have it agreed and signed.</p> <p>18/01/23 COMPLETED & CLOSED</p>
<p>FEM contract renewal Sara raised the point that the FEM contract is due for renewal shortly and asked if anyone wished to renegotiate it with FEM – there were no offers at the meeting to do this.</p> <p>15/09/22 There were no responses to the distribution of the contract following the July meeting. At this meeting, site visits were discussed, as some of the directors would like to be involved in these in the future. The renewal terms were also discussed, which Michele will discuss with Nicky at FEM. The contract renewal/review date is 1st January, with 3 months notice to agree any changes ie by 1st October.</p> <p>18/01/23 The site visit action remains open from 15/09/22. The contract has automatically renewed for 2023.</p>	<p>Action: Martin to issue a copy of the contract with the minutes, for information – COMPLETED</p> <p>15/09/22 Action: Michele to contact Nicky at FEM to discuss site visits and the contract renewal.</p> <p>18/01/23 Action: Michele to contact Nicky at FEM to request that we be notified of future site visits via the client update reports so that we have the option of joining them.</p>

15	<p>Date for next meeting – 2023 budget setting Agreed as Thursday 17/11 6pm via Zoom.</p> <p>18/01/23 The budget process and documents were issued on time and the meeting held on 17/11/22 as planned.</p>	<p>Action: Martin to issue the November budget meeting process and timeline by mid Oct, followed by a meeting request.</p> <p>18/01/23 COMPLETED & CLOSED</p>
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Review of minutes & actions from meeting held 17/11/22		
8	<p>2023 budget actions</p> <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>18/01/23 Michele contacted Nicky, who confirmed that the FEM management fee increase was to be 8% for 2023 (RPI was 12.3% for September 2022) ie £8605.</p>	<p>Action: Michele to contact Nicky at FEM to clarify the actual percentage and £ increase.</p> <p>18/01/23 COMPLETED & CLOSED</p>
9	<p>Miscellaneous actions</p> <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>18/01/23 Michele confirmed that the mention of a 1990 dated RCD document was due to a misunderstanding and it was in fact the 1988 document.</p>	<p>Action: Michele to email a copy of the 1990 RCD document to group members for review.</p> <p>18/01/23 CLOSED</p>
10	<p>AOB</p> <p>Christmas 2022 bonus for Jay Agreed that Jay should be given the £100 bonus in December.</p> <p>18/01/23 FEM have paid Jay the £100 Christmas bonus, which he has confirmed as received with thanks.</p>	<p>Action: Martin to ask Nicky to pay Jay the £100 bonus.</p> <p>18/01/23 COMPLETED & CLOSED</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> <p>18/01/23 FEM have transferred the £100 from the CG current a/c back to the NatWest a/c, which James confirmed as received.</p>	<p>Action: Martin to ask Nicky to repay the £100 to the NatWest a/c and adjust James' account.</p> <p>18/01/23 COMPLETED & CLOSED</p>

<p>Service charge overpayments FEM have confirmed that three owners have overpaid their 2022 service charge (numbers 14, 20 & 21). 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> <p>18/01/23 As requested, FEM wrote to the three owners to give them the opportunity to have their 2022 service charge overpayments repaid.</p>	<p>Action: Martin to ask Nicky to contact the three owners to offer the repayments.</p> <p>18/01/23 COMPLETED & CLOSED</p>
<p>Use of Teams for meetings 15/09/22 Using Zoom for our online meetings is proving difficult due to the 40 minute meeting limit for free accounts. Other options are available, including changing to a paid Zoom account, Microsoft Teams and Google Meet, which might be more suitable.</p> <p>17/11/22 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> <p>18/01/23 The January meeting was set up and run using Teams, as agreed at the November meeting. There were no obvious technical issues, and the meeting ran smoothly using Teams, without the need to reconnect every 40 minutes.</p>	<p>15/09/22 Action: Martin to investigate alternatives to Zoom and to consider a Zoom paid account.</p> <p>17/11/22 Action: Martin to set up the next meeting using Teams.</p> <p>18/01/23 COMPLETED & CLOSED</p>

<p>Review of minutes & actions from meeting held 18/01/23</p>	
<p>2</p>	<p>Service charge payments & outgoings update – Clare 18/01/23 Clare provided the group with a summary of income and outgoings for the new financial year to date:</p> <ul style="list-style-type: none"> Income: £6k received from 23 properties, 2 of which have paid the full year. 9 properties have yet to make a payment. Expenditure: £906 total, consisting of £250 repairs & maintenance, £361 electricity, £294 gate SIM callout by Eagle (charged to Gate Telephone)
<p>3</p>	<p>Gates repair & new phone line – James 9/06/22 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 one the fault and therefore have “ownership” of their solution. It would also avoid any post-repair issues with the Eagle service contract. It was suggested that once repaired, we could open the gates automatically in the morning and then close them automatically in</p>

<p>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. 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> <p>Robyn at FEM has recently reported to us that the Virgin telephone line we current 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 provide is in place.</p>	
<p>28/07/22</p> <p>Entropie has confirmed that a traditional copper wire phone line is not already installed for the gates and if we wanted to make use of one to replace the Virgin line, Openreach would need to be employed (they would charge just to check if a line could be installed). Other options are VOIP with Virgin or a GSM (mobile) line.</p> <p>Eagle have confirmed that the replacement motors will be installed on Thu 4/08 and Fri 5/08.</p> <p>After some discussion concerning additional groundwork potentially required to assist drainage around the replacement motors, it was agreed that this would be investigated with Eagle directly. The mechanise for opening the vehicle gates automatically would also be raised. Discussions with Eagle would need to be done immediately as a decision is required to either proceed with the installation on 4/08 or defer to allow groundworks to be investigated/carried out.</p> <p>James will not be in CG when Eagle are scheduled to carry out the repairs, so Sherif volunteered to stand-in.</p> <p>It was agreed that resident comms will not be sent out, as Eagle have confirmed that vehicles will be able to enter and exit CG without issue.</p>	<p>28/07/22</p> <p>Action: Sara to contact a company she has previously used for telecoms (Pink Connect) to check on our options and let James know the outcome so that he can progress the line replacement – COMPLETED</p> <p>Action: Peter to speak to Eagle directly to confirm any additional groundwork to be done (by a third-party) to assist drainage around the replacement motors and to discuss the vehicle gate opening mechanism. Peter to discuss the outcome with James – COMPLETED</p> <p>Action: James to confirm go/no-go on the repairs to Eagle, FEM and the group and</p>

	<p>Once repaired, the gates will remain open until the replacement phone line is in place. Comms will then be issued to confirm when the gates will be reactivated.</p> <p>A 50% deposit for the repair has been paid to Eagle (£3450 incl VAT). Any additional groundwork costs are to be confirmed.</p>	<p>the decision around groundwork – COMPLETED</p> <p>Action: James/Peter to engage a groundwork contractor and specify requirements – COMPLETED</p> <p>Action: Sherif to stand-in for James, assuming the repairs are carried out as planned on 4/08 and 5/08 – COMPLETED</p>
	<p>15/09/22</p> <p>James summarised the current status of the gates repairs: the ground work and motor repairs have been completed and the gates are in a working state once again. The existing Virgin phone line for gates has been disconnected and is being replaced with a mobile SIM system. James is waiting to receive the SIM from FEM, so that it can be installed and Telguard configured with properties phone numbers. Final tests can then be done before the gates are switched back on, with advance notice given to residents.</p>	<p>15/09/22</p> <p>Action: James to liaise with Telguard via Eagle to complete the SIM installation and system configuration.</p> <p>Action: James to confirm to Martin the new gates phone number and when the gates can be switched back on following successful testing.</p> <p>Action: Martin to issue comms to all residents to provide information in advance of the gates switch on.</p>
	<p>17/11/22</p> <p>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>	<p>17/11/22</p> <p>Action: James to approach Eagle to discuss the proposal for them to take over the gates replacement phone line from Securifix – COMPLETED</p>
	<p>18/01/23</p> <p>James confirmed that the faulty gates control pad hardware is with Telguard via Eagle for repair. The timescales and cost for this are still to be confirmed, but FEM are chasing regularly for us.</p> <p>FEM issued a full update and history of the gate repairs to residents & owners, drafted by James and Martin, just before Christmas.</p>	<p>18/01/23</p> <p>Action: James to provide an update on the gates phone line at the next meeting.</p>
4	Rent Charge Deed plan	
	<p>6/10/21</p> <p>This is an ongoing issue that will require us to seek legal advice on options and best practice. In the meantime, James has written to the solicitor of the potential purchaser of number 25 to explain that this will take some time to resolve. A response has not been received.</p>	<p>6/10/21</p> <p>Action: James to provide Michele with documents relevant to the rent charge deed issue – COMPLETED</p>

		Michele to request a quote from her conveyancing solicitor contact for work on resolving this issue – COMPLETED
26/01/22	Discussed and agreed that given the recent number of successful property sales (4) vs unsuccessful sales (1), this appears to be an issue related to certain mortgage lenders and their attitude to risk. It was agreed that we should proceed to seek definitive legal advice to use should this issue arise in the future.	26/01/22 Action: Michele to engage her legal contact to start the work, thought to be c 4 hours @ £275 + VAT/h – COMPLETED
17/03/22	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.	17/03/22 Action: Michele, Kingsley & James to form sub-group and aim to report back at the May meeting – COMPLETED Michele to confirm current spend against £1k budget – COMPLETED (£ zero spend)
5/05/22	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.	5/05/22 Action: Review at next directors meeting or hold a special meeting to discuss this further – James/Kingsley/Michele to confirm – COMPLETED
9/06/22	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. 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.	9/06/22 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 – COMPLETED
28/07/22	As Michele could not attend the meeting and Kingsley only had an audio connection for part of the meeting, it was agreed to defer this until a later date.	28/07/22 Action: Michele and Kingsley to confirm arrangements for a separate meeting to present their findings to the group. Action: Kingsley to engage Sherif to bring him up to date on RCD.

	<p>15/09/22 Michele distributed a discussion/options paper for review and feedback by the group. Comms to owners can then be drafted for review.</p>	<p>15/09/22 Action: All to review Michele's paper and feedback – comments/questions to Michele or Kingsley.</p> <p>Action: Michele and Kingsley to draft owner comms for review.</p>
	<p>18/01/23 The owner comms action remains open from 15/09/22 as Michele needs to confirm some details with Kingsley.</p>	<p>18/01/23 Action: Michele to confirm when this item can be put back on the meeting agenda.</p>
5	Drains & roadway repairs – Clare, Martin & Peter	
	<p>9/06/21 It has been a challenge to source a suitable Quantity Surveyor to review/ assess the status and the rectifications required to. One never responded, the other whilst originally enthusiastic did not want to lift manhole covers and is located too far away to offer practical assistance if required. Clare agreed to source alternative Quantity Surveyor post agreeing the exact wording of the brief with rest of Board Brief to include (not exhaustive):</p> <ul style="list-style-type: none"> • Check original drawings and see how much the levels are altered • Is it moving and what needs to be done to level it up • Identify what needs to be done to fix 	<p>9/06/21 Action: Clare to liaise with Peter on requirement and source Quantity Surveyor – COMPLETED</p>
	<p>5/08/21 Initial review carried out by Mark Jones from Haydn Evans. Their findings and recommendations issued to Directors by Clare for review. Peter has supplied original survey print for comparison with the current situation.</p>	<p>5/08/21 Action: Clare to have original survey print scanned and to arrange for Thames Water to confirm if our drains are adopted. Drain survey to be carried out this year. The cost of this assumed to be funded from the treasury account – COMPLETED</p>
	<p>6/10/21 Clare reported that it has been confirmed that CG drains have not been adopted and therefore the maintenance of them is our responsibility. The quote for a full CCTV survey of CG drains is £3,250 + VAT. This was agreed unanimously. The treasury a/c balance will be used to fund this. Clare has emailed documents detailing the work to all.</p>	<p>6/10/21 Action: Clare to give Haydn Evans confirmation of our agreement to the CCTV work, preferably to be carried out before Christmas – COMPLETED</p>
	<p>26/01/22 Agreed that the CCTV survey should go ahead on 3/02 & 4/02 (spend previously agreed at meeting on 6/10/21), potentially</p>	<p>26/01/22 Action: Clare to engage Haydn Evans to confirm CCTV survey</p>

<p>followed by £2200 for design work, should the survey identify that remedial work is required UPDATE: the CCTV work has been delayed by the contractor – new dates to be confirmed</p>	<p>and potential design work – COMPLETED</p> <p>Martin to send out comms to residents via FEM to warn that vehicles should not be parked over manholes during the CCTV work – COMPLETED</p>
<p>17/03/22 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>17/03/22 Action: Clare to continue chasing Haydn Evans and update at the next meeting – COMPLETED</p>
<p>5/05/22 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>5/05/22 Action: Clare to forward the survey results to all directors for review and further discussion on repairs – COMPLETED</p>
<p>9/06/22 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</p>	<p>9/06/22 Action: Clare to arrange for the group to review the CCTV report and produce a recommendation with costings for discussion at a future meeting.</p>
<p>28/07/22 Clare and Martin have individually worked through the drains repair recommendations received from Mark Jones (Haydn Evans) and the quotation for the remedial work from PCW Drain Services but cannot reconcile them. Martin has emailed Mark Jones to clarify a number of points so that a final proposal can be produced.</p>	<p>28/07/22 Action: Clare and Martin to prepare a proposal including costings for the drains repair work and present it to the group for review and sign off – COMPLETED</p>
<p>15/09/22 Clare and Martin issued a drains repair proposal for review at the meeting. Peter raised a point concerning additional quotes for the work being obtained and included in a Section 20 notice for all owners, giving a 30 day consultation period. A decision on the proposal was not made at the meeting.</p> <p>UPDATE: Martin emailed the group on 2/10/22 to explain that a Section 20 notice is not required for the drains repair work. Some options on how to proceed were also provided in the email.</p>	<p>15/09/22 Action: Martin to consult Nicky at FEM for professional guidance on a Section 20 notice and its relevance to the drains repair proposal, then communicate this plus options to the group – COMPLETED</p>

	<p>17/11/22 Options to be discussed at the next full meeting with a view to voting on which contractor to use.</p>	<p>17/11/22 Action: Martin to add drain repairs to the next meeting agenda – COMPLETED</p>
	<p>18/01/23 Sara requested that this item be prioritised for discussion at the meeting. Peter reported that he has been in touch with PCW Drain Services to question some of their survey results in more detail. PCW has offered to attend on-site to talk through the proposed works, which the group agreed would be useful.</p>	<p>18/01/23 Action: Peter to arrange a date for PCW to attend a site visit so that some or all of the group can attend.</p>
6	Watering project trial for 25 to 31 – Peter	
	<p>17/03/22 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. 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>17/03 Action: Peter to complete the plan and timescales for the watering trial and update at the next meeting – COMPLETED</p>
	<p>5/05/22 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>5/05/22 Action: Peter to order the watering equipment – COMPLETED Peter to draft the letter to the residents regarding the trial and send to Martin – COMPLETED Martin to review the letter and ask FEM to send it to numbers 25 to 31 – COMPLETED</p>
	<p>9/06/22 The letter to explain the trial to numbers 25 to 31 was sent by FEM on 27/05/22. 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.</p>	<p>9/06/22 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 – COMPLETED 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 – COMPLETED</p>

<p>28/07/22</p> <p>Peter issued a paper on the predicted rollout costs and cost savings plus a summary to the group.</p> <p>It was agreed that the group needs to see the watering trial in action to make an informed decision on its potential rollout. The trial was due to be implemented at the end of July, which has already been communicated to the residents involved. However, Peter confirmed that this is now more likely to be late September when he is due to be back in CG. The trial houses will need to be updated so that they are aware of the revised schedule.</p> <p>Peter suggested he set up a single house demo for those residents involved in the trial and for others to see what will be implemented. Total expenditure for the trial only will be c £1k.</p>	<p>28/07/22</p> <p>Action: Martin to draft and send comms to the trial houses to update them.</p> <p>Action: Peter to set up the single house demo.</p> <p>Action: Peter to put a plan in place to ensure the trial is implemented at the end of September.</p>
<p>15/09/22</p> <p>Peter believes he will be back in the UK sometime between the end of September and the middle of October. When back, he will contact the supplier of the watering trial equipment (Water Irrigation) to confirm the legal situation around using it during a hosepipe ban, including the connection to the mains supply. This needs to be completed ahead of setting up the single house demo and trial houses.</p>	<p>15/09/22</p> <p>Action: Peter to provide confirmation, preferably written, of the legality of implementing the watering trial during the current hosepipe bin including connection of the mains supply from Water Irrigation. This is to be done before proceeding with the demo and trial.</p> <p>Action: Peter to confirm revised timescales for the demo and trial, which need to be communicated to the trial houses.</p>
<p>17/11/22</p> <p>The 2023 budget for the watering trial (£1.5k) cannot be used until the following actions have been completed:</p> <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. This trial has already been funded from the 2022 budget (£511 spent). • 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>17/11/22</p> <p>Action: Peter to complete all these actions before that the £1.5k watering trial budget for 2023 can be released for use.</p>
<p>18/01/23</p> <p>Peter is planning on setting up a watering demo on his and his adjacent neighbours houses ie numbers 21, 22 and 23 in February, with the assistance of The Boys. The winter weather has not allowed this to be done any sooner. This will allow the directors and the trial residents to see how the watering trial will work in practice. Peter's</p>	<p>18/01/23</p> <p>Action: Peter to set up the watering demo for trial residents and directors to view and ask questions.</p>

	<p>current plan is to have the demo in place during February, with the trial to take place before May.</p> <p>Peter forwarded the following statement from Water Irrigation on 21/11/22:</p> <p>“A drip irrigation system is allowed during a hose pipe ban as long as the following -</p> <p>There must be a timer used in order to ensure only watering when needed and that there is an automatic shut off.</p> <p>You would also need a pressure reducer to ensure there are no high spikes.</p> <p>The system must drip either onto the surface or under it.</p> <p>The system cannot spray, sprinkle, jet or mist.”</p>	
7	CG share certificate issue – Sherif & Martin	
	<p>9/06/22</p> <p>It is unclear if signed share certificates have been issued to numbers 4 and 10. 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.</p> <p>Martin has already signed and returned the certificates for numbers 2, 25 and 27. It is unclear what the status is of the certificate for number 21, as that sale was in progress and completed at the time of the move of managing agents to FEM from CPS.</p>	<p>9/06/22</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 21 – COMPLETED</p>
	<p>28/07/22</p> <p>Martin confirmed that he has signed share certificates for numbers 2, 4, 10, 25 and 27, and returned them to FEM. Miranda Leung has confirmed that the share certificate for number 21 was issued by Cromwell Property Services in April 2019. We are now up to date on share certificates.</p> <p>Sherif raised a question of the FEM share certificates validity, as they do not include the CG company seal or the name of the director who has signed them.</p>	<p>28/07/22</p> <p>Action: Martin to contact Nicky at FEM to discuss the issues raised and Sherif to provide input as necessary – COMPLETED</p>
	<p>15/09/22</p> <p>Sherif, Martin and Nicky at FEM discussed the share certificates validity question via email. Nicky believes the current certificates to be valid, but Sherif is concerned that as they do not include the CG company seal or the name of the director who has signed them, they may not be. Nicky confirmed that the certificates issued by Cromwell Property Services also do not include a company seal or directors name (though some might).</p> <p>Sherif proposed the following solution, which was agreed by the group: purchase a cheap company seal (< £50) and then issue a comms note to all owners via FEM to offer to retrospectively add the seal to all existing share certificates plus the name of the signing director. The days and times Sherif will be available to update the certificates will be included in the comms.</p> <p>For new share certificates, the name of the director will be printed, and the company seal added.</p>	<p>15/09/22</p> <p>Action: Sherif to arrange the purchase of a CG company seal.</p> <p>Action: Sherif to draft a comms note to owners and liaise with Martin for it to be sent out via FEM.</p> <p>Action: Sherif to schedule days and times when he will be available to update existing share certificates and include this in the comms.</p>
	18/01/23	18/01/23

	This action remains open from 15/09/22. Sherif plans to purchase a CG Amenities company seal shortly and provide an update on the plan at the next meeting.	Action: Sherif to update the group on the plan for this project at the next meeting.
8	CG website improvements – Martin	
	17/11/22 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.	17/11/22 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.
	18/01/23 Martin confirmed that he has made Phil Bergquist aware that the CG website updates budget was approved in November 2022 and that the drafting of the high-level requirements is in progress. The requirements will include changes to existing links and content, but overall, the look and feel will remain as-is. The content will include new pages to act as a residents handbook. A feature will be added to allow residents and owners to subscribe to CG news alerts.	18/01/23 Action: Martin to issue the high-level requirements to the group for review and feedback ahead of sending to Phil Bergquist.
9	Move monies into NatWest a/c	
	17/11/22 The £5k owed from the current a/c to the NatWest a/c needs to be repaid in early 2023. The £2.5k for the BAU estate painting reserve fund needs to be moved to the NatWest a/c in early 2023.	17/11/22 Action: Martin to include as agenda items for the next meeting to agree the timing and ownership of these.
	18/01/23 The group agreed that the monies discussed and agreed as part of the 2023 budget should now be moved from the CG current a/c to the NatWest a/c.	18/01/23 Action: Martin to email FEM with instructions to move the £5k and £2.5k, copying the group for information.
10	EV chargers discussion	
	17/11/22 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.	17/11/22 -
	18/01/23 Sara requested that this item be prioritised for discussion at the meeting. Sara proposed that this potential project be put on hold due to the very small number of residents who would benefit from the installation of EV chargers and their relatively high cost.	18/01/23 Action: Martin to remove EV chargers from the agenda until James confirms he has an update for the group.

	<p>EV chargers is not an agreed live project for 2023 though a notional £6k was suggested for it at the 17/11/22 budget meeting. James will continue looking at EV charger options for CG in the background and will confirm when it should be put back on the agenda for review by the group. Until then, it will not be an agenda item.</p>	
11	Smart meter for CG electricity supply	
	<p>18/01/23 SSE, the CG Amenities electricity supplier has requested that they install a smart meter in the existing meter cupboard by number 15. The originally requested to do this on 15/02/23, but some of the group raised concerns and questions. After some discussion, it was agreed that more information is needed from SSE about the proposed smart meter before a decision can be made on the installation.</p>	<p>18/01/23 Action: Michele to request more information from SSE via FEM.</p>
12	Estate office refurb proposal – Peter	
	<p>18/01/23 Peter explained his concern over water leaks into the estate office garage and the need for the garage door springs to be replaced. He originally proposed this via email on 29/12/22 but did not receive approval from the necessary three directors. The total cost for water proofing and new springs is £701 including labour, as detailed in an email from Peter dated 29/12/22. The group agreed the work should go ahead. The budget line for this expenditure will be Repairs & maintenance – the 2023 budget, for the avoidance of any confusion.</p>	<p>18/01/23 Action: Peter to arrange for the purchase of the hardware and labour (The Boys) to complete the work.</p>
13	AOB	
	<p>CG Board roles & responsibilities – Sherif Sherif suggested that we should consider formalising the CG Board governance around processes, roles and responsibilities, which was broadly agreed by the group. Sherif suggested that he present a proposal around this at the next meeting.</p>	<p>18/01/23 Action: Sherif to draft a proposal for review by the group and present at the next meeting.</p>
14	Date for next meeting	
	<p>Agreed as Thursday 30/03/23 6pm via Teams.</p>	<p>Action: Martin to issue the meeting link and agenda to the group in mid-March.</p>