

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held via Teams Thursday 30/03/23

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

Review of minutes & actions from meeting held 15/09/22		
	<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>30/03/23 Helen Webb from FEM provided advanced noticed of her 29/03/23 site visit to all directors. Martin and Peter met with her then. Assumed that Michele’s action from 18/01/23 prompted this.</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> <p>30/03/23 COMPLETED & CLOSED (Michele – please confirm if this is incorrect)</p>

Review of minutes & actions from meeting held 18/01/23		
9	<p>Move monies into NatWest a/c</p> <p>17/11/22</p>	17/11/22

	<p>The £5k owed from the current a/c to the NatWest a/c needs to be repaid in early 2023.</p> <p>The £2.5k for the BAU estate painting reserve fund needs to be moved to the NatWest a/c in early 2023.</p>	<p>Action: Martin to include as agenda items for the next meeting to agree the timing and ownership of these.</p>
<p>18/01/23</p>	<p>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.</p>	<p>18/01/23 Action: Martin to email FEM with instructions to move the £5k and £2.5k, copying the group for information.</p>
<p>30/03/23</p>	<p>Martin emailed FEM 29/01/23 to request the £7.5k be moved from the CG current a/c to NatWest a/c. This was carried out by FEM on 30/01/23 and has been confirmed via NatWest a/c statements. This 2023 project has now been completed.</p>	<p>30/03/23 COMPLETED & CLOSED</p>

Minutes & actions from meeting held 30/03/23		
<p>2</p>	<p>Service charge payments & outgoings update – Clare</p> <p>30/03/23 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"> • Two houses (XXX & XXX) have yet to pay the first half service charge. FEM are chasing them. • Outgoings are as expected. As requested by Sara, FEM has corrected a £210 billing error relating to an invoice from 2022, so that it appears as a Repairs & Maintenance charge rather than Gardening (it must be charged to the 2023 account as it was not accrued at the end of the financial year). • There are no current major concerns with CG finances. <p>Annual report & accounts Clare and the group have recently received the draft 2022 CG annual report & accounts from Helen at FEM via email (email dated 28/03/23). All the group need to read them and provide feedback to Clare in time for the next meeting, so that they can be signed off ahead of the September 2023 deadline.</p>	<p>30/03/23 CLOSED – update on income and outgoings at the next meeting.</p> <p>Action: ALL to review the draft annual report & accounts and feedback/sign off to Clare before the next meeting.</p>
<p>3</p>	<p>Gates repair & new phone line – James</p> <p>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.</p>	<p>9/06/22 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</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. 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>– COMPLETED (James volunteered)</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 mechanism 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>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. A 50% deposit for the repair has been paid to Eagle (£3450 incl VAT). Any additional groundwork costs are to be confirmed.</p>	<p>Action: James to confirm go/no-go on the repairs to Eagle, FEM and the group and 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 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 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 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 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 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. 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 Action: James to provide an update on the gates phone line at the next meeting.</p>
<p>30/03/23 Since the gates were switched back on, issues around slow opening, part-opening/closing and the gates not closing are being seen.</p>	<p>30/03/23 Action: Martin to draft a comms note to all residents to update them on the gates</p>

	<p>Colin from Eagle attend a site meeting with Peter, Martin and Helen from FEM on 29/03/23. Colin explained the gates not closing is a new H&S feature, activated if they are prevented from closing – a remote fob can be used to close them when in this state. Helen thought the gates opening speed is consistent with other gate systems she has seen. The part opening/closing remains an open issue. Colin mentioned that an event log might be available for Eagle to examine to help resolve this. He fixed an issue with the gates not locking when closed.</p> <p>Some pedestrians are using their remote fobs to open the vehicle gates, whereas they ought be using the pedestrian gate. This would help avoid the gates not closing issue. A comms note will need to be sent to all residents to explain this.</p> <p>The idea of opening the gates at a set time each day so that they remain open during the busy delivery period eg from 7pm to 7pm was raised again, which will be investigated with Eagle.</p>	<p>situation, requests that pedestrian use the pedestrian gate and reiterate the gate codes. Helen from FEM to issue this.</p> <p>Action: Peter to discuss the gates issues with John at Eagle ie the event log and gates opening/closing timer.</p>
4	<p>Drains & roadway repairs – Clare, Martin & Peter</p> <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.</p> <p>Clare agreed to source alternative Quantity Surveyor post agreeing the exact wording of the brief with rest of Board</p> <p>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>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>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.</p> <p>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.</p> <p>Clare has emailed documents detailing the work to all.</p> <p>26/01/22</p>	<p>9/06/21 Action: Clare to liaise with Peter on requirement and source Quantity Surveyor – COMPLETED</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 funded from the treasury account – COMPLETED</p> <p>6/10/21 Action: Clare to give Haydn Evans confirmation of our agreement to the CCTV work, preferably to carried out before Christmas – COMPLETED</p> <p>26/01/22</p>

<p>Agreed that the CCTV survey should go ahead on 3/02 & 4/02 (spend previously agreed at meeting on 6/10/21), potentially 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>Action: Clare to engage Haydn Evans to confirm CCTV survey 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>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>

	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.	
	17/11/22 Options to be discussed at the next full meeting with a view to voting on which contractor to use.	17/11/22 Action: Martin to add drain repairs to the next meeting agenda – COMPLETED
	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.	18/01/23 Action: Peter to arrange a date for PCW to attend a site visit so that some or all the group can attend.
	30/03/23 Peter has not yet spoken to PCW Drains to arrange a site visit to discuss their drains repair proposal. He believes he will be able to contract them by the end of April. Martin expressed concerns around the management of future, larger projects given the experience with the gate repairs, and that we must think carefully before committing to spending funds. Sara suggested that using contractors with whom we already have a relationship would help.	30/03/23 Action: Peter to arrange a date for PCW to attend a site visit so that some or all the group can attend (carried over from 18/01/23).
5	Watering project trial for 25 to 31 – Peter	
	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)	17/03 Action: Peter to complete the plan and timescales for the watering trial and update at the next meeting – COMPLETED
	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 trail will receive a letter to seek their permission. The one-month watering trial will start in May.	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
	9/06/22	9/06/22

<p>The letter to explain the trial to numbers 25 to 31 was sent by FEM on 27/05/22.</p> <p>The trial hardware is still expected to be installed for numbers 25 to 31 during July. Number 26 has opted out of the trial.</p> <p>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>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</p> <p>Peter to ask Sara to look after this project while he is away</p> <p>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>	<p>17/11/22</p> <p>Action: Peter to complete all these actions before that the £1.5k watering trial budget</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. 	for 2023 can be released for use.
	<p>18/01/23 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 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: “A drip irrigation system is allowed during a hose pipe ban as long as the following - There must be a timer used in order to ensure only watering when needed and that there is an automatic shut off. You would also need a pressure reducer to ensure there are no high spikes. The system must drip either onto the surface or under it. The system cannot spay, sprinkle, jet or mist.”</p>	<p>18/01/23 Action: Peter to set up the watering demo for trial residents and directors to view and ask questions.</p>
	<p>30/03/23 Peter has set up a demo of the watering system at house numbers 21, 22 & 23 for the directors and trial houses (numbers 25 to 31) to view and ask questions. So that it is clear: <u>the 2023 budget for the watering trial (£1.5k) cannot be used until all of the following actions have been completed:</u></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 ie detailed rollout plan. • The question of how future hosepipe bans will impact the watering scheme is resolved via the supplier in writing. 	<p>30/03/23 Action: Peter to invite directors and the residents of house numbers 25 to 31 (excluding 26) to view the watering demo running and ask questions.</p> <p>Action: Peter to draft a detailed rollout plan for the whole estate, including full costings, for review by the directors.</p>
6	CG share certificate issue – Sherif & Martin	
	<p>9/06/22 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. 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</p>	<p>9/06/22 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>

	number 21, as that sale was in progress and completed at the time of the move of managing agents to FEM from CPS.	
	<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>
	<p>18/01/23</p> <p>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.</p>	<p>18/01/23</p> <p>Action: Sherif to update the group on the plan for this project at the next meeting.</p>
	<p>30/03/23</p> <p>Sherif was unable to attend the meeting but provided the following update to Martin:</p> <p style="padding-left: 40px;">I will be ordering the seal this coming week and update you when it arrives to organise share certificates sealing.</p> <p>Action carried over to the next meeting.</p>	<p>30/03/23</p> <p>Action: Sherif to update the group on the plan for this project at the next meeting (carried over from 18/01/23).</p>
7	CG website improvements – Martin	
	<p>17/11/22</p> <p>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>	<p>17/11/22</p> <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>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.</p>	<p>18/01/23 Action: Martin to issue the high-level requirements to the group for review and feedback ahead of sending to Phil Bergquist.</p>
	<p>30/03/23 Martin confirmed that he has completed the CG website changes requirements and will issue them to the directors, ahead of sending them to Phil Bergquist for review. Martin voiced his concerns that Phil might have under-quoted for the website changes, but this is still to be confirmed or otherwise. Assuming the requirements are generally accepted, and the work required is within the agreed budget (£400), Martin will ask Phil to start the development. If the budget is insufficient, Martin will bring the project back to the group for further discussion before any development work is started.</p>	<p>30/03/23 Action: Martin to issue the requirements to the group and then to Phil Bergquist, ahead of the development work starting.</p>
8	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>
	<p>30/03/23 Following discussions around the current manual process for reading the two CG electricity meters and the risk of receiving a very high estimated bill, it was unanimously agreed that we should ask SSE to install the smart meters.</p>	<p>30/03/23 Action: Martin to confirm to Helen at FEM that SSE may install the two smart meters.</p>
9	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>
	<p>30/03/23 Peter confirmed the following around the estate office repairs:</p>	<p>30/03/23</p>

	<ul style="list-style-type: none"> The leaking roof has now been fixed by The Boys. Their fee for this work will be included within a future invoice. Garage door springs have been purchased and Peter to install them. Water proofing has yet to be done as the garage needs to dry-out first. Peter confirmed that nothing in the garage has been water damaged. 	Action: Peter to provide an update on the refurb work at the next meeting.
10	CG Board roles & responsibilities – Sherif	
	<p>18/01/23</p> <p>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</p> <p>Action: Sherif to draft a proposal for review by the group and present at the next meeting.</p>
	<p>30/03/23</p> <p>Sherif was unable to attend the meeting but provided the following update to Martin:</p> <p style="padding-left: 40px;">The Board governance and guidelines are almost complete and will be shared with you on Monday (3/04/23).</p> <p>Action carried over to the next meeting.</p>	<p>30/03/23</p> <p>Action: Sherif to draft a proposal for review by the group and present at the next meeting (carried over from 18/01/23).</p>
11	Jay’s summer contract – Peter	
	<p>30/03/23</p> <p>Jay’s summer contract to commence from the beginning of June. Peter has proposed to amend the basis of the contract to 4 fixed hours per week (Mon, Tue, Wed & Fri) plus flexible hours as required and agreed with Jay. Peter will need to discuss and agree this new way of working with Jay prior to the contract being signed. James questioned Jay’s rate of pay, which is currently £10/hour. The London Living Wage is £11.95/hour. James expressed his discomfort with paying Jay below the LLW. Following some debate, a vote was held, with the majority agreeing to increase Jay’s hourly rate to £12/hour with effect from the start of his summer contract. One director voted against and one abstained. The 2023 budget line for Jay should be sufficient to fund the pay increase.</p>	<p>30/03/23</p> <p>Action: Peter to draft Jay’s summer contract and discuss the new way of working with him.</p> <p>Action: Peter to inform Jay of his new rate of pay (£12/hours) effective 1/06/23.</p>
12	Half year service charge – note to owners who have already paid in full – Martin	
	<p>30/03/23</p> <p>As only two owners have paid in full this year, one of whom is a director, it was agreed that a note is not required to advise that the service charge notice for the second half for them is for information only.</p>	<p>30/03/23</p> <p>CLOSED</p>
13	Gates – 10% contract increase – All	
	<p>30/03/23</p> <p>Eagle has increased their annual servicing fee for the gates by 10% this year (8% increase assumed in the budget). Given the recent issues with the gates, the group agreed that their increase is questionable. However, the gates do need to be regularly serviced. Helen from FEM mentioned to Martin that there is potential for</p>	<p>30/03/23</p> <p>Action: Peter to speak to his contact John at Eagle to explore any potential for reducing the increase.</p>

	moving the service contract from Eagle to different (cheaper) provided.	Action: Martin to ask Helen at FEM to look at options for moving the service contract to another provider.
14	Carpark bad areas – Sara 30/03/23 Sara raised the issue of moss growing on the ground in the areas of the carpark. Peter confirmed that we have supplies of moss killer and that he will arrange for Jay to use it on the affected areas.	30/03/23 Action: Peter to schedule the work for Jay to apply moss killer to the affected areas.
15	AOB 30/03/23 NatWest a/c access issue – James James has discovered that our NatWest a/c has been locked by NatWest again. It seems that they have been asking for CG Amenities company structure/shareholder information, but their emails are going to a non-active email address (possibly Clare's). James has requested that NatWest update the email address numerous times, but they have failed to do this. FEM has said that they have not seen this sort of information request before. James will send NatWest non-specific shareholder information from the RCD to see if this fulfils their request. Fortunately, we do not need to access fund from the NatWest a/c now. EV charging proposal – James James has been considering a new proposal for a CG EV charging facility, involving up-front capital investment from existing funds ie from the NatWest a/c. This would be repaid over time via residents' usage of the EV chargers ie those that use it will pay for it. The group agreed that a proposal is worth developing.	Action: James to send NatWest the shareholder information from the RCD. Action: James to develop a high-level proposal and have it added to a future meeting agenda for review.
16	Date for next meeting Agreed as Thursday 8/06/23, 6pm either via Teams or at James' house (number 4).	Action: Martin to issue the agenda to the group towards the end of May and confirm the venue.