

Minutes of a meeting of the Chadwell Housing Group held on Tuesday 30th April 2019 at The Harvester, Chadwell Heath

Present

Comfort Mbamarah – owner flat no 25
Steve Gee (tenant) – flat no 27
Liz Junor – owner Flat no. 29
Sonia Lidder – owner no 31
Susan Pollard - Flat no. 35 (tenant and daughter of owner Marcia Pollard)
Adnan Misbah – owner no 37
Gary and Theresa Willson – owners of Flat no. 39

APOLOGIES

1. No apologies received from Said Malik in relation to flat no 33 but he did not attend.

MINUTES

2. Minutes of the last meeting were discussed

GENERAL ITEMS

3. Sadly, Kay Malik (no 33) has passed away so we would like to send our condolences to Said.

4. Comfort Mbamarah was thanked for settling her outstanding service charge of £4,020. A reminder was issued that everyone is expected to keep up to date with their service charges as that is how the repairs and maintenance of the block are paid for plus insurance etc.

WORKS/MAINTENANCE

5. The long-standing issue of security doors for the front and back entrances was raised. Gary has got a quote of £6,375 + VAT 20% (£1,275) = £7,650 in total, for supply, fit and a 10 year warranty. The front door will have a deadlock. The price includes replacing the window in the top lobby area in PVC.

Steve had found another company who might be able to do this work cheaper so gave Gary the website to take a look, the company is Latham Steel Doors. There was a lot of discussion about whether the back door should have a lock on it as some people were concerned that they would not be able to open it from the outside when they parked round the back. However, everyone was reminded that they should not be parking round the back, unless in a garage or for unloading, as there isn't enough room and could block access to the garages. The back door

should not be kept/pegged open as this encourages strangers to go into that area. Since the meeting Gary has put out an E-Mail to say the back door will have a security lock, a glazed top for light and a solid panel fitted with a panic bar.

6. LOBBY AREA – Someone had been putting their bike in the lobby area and Steve had asked him to lean it on the other wall however, since the meeting Gary has put out a notice to say that the lobby area SHOULD NOT be used for storage at anytime as this would constitute a safety hazard. Please ensure all tenants are informed of this. Also, the meters in this area are quite exposed so we certainly don't want people hanging around these. We need to arrange to have them covered or boxed in but they still need to be accessible.

7. OVERHANGING BRANCHES – There are a lot of thick branches hanging down onto the roofs of our garages. Gary and Theresa have now found out where they are coming from, a house in the adjacent road. Gary will get a quote to have these branches cut down.

8. Once again, the soffits and fascias were mentioned, as they do need replacing! Hopefully

this can be done once all the work on the security doors has been completed as Gary will have more time to look into this. A huge part of the cost for this work will be taken up on the scaffolding which will have to be erected.

BUDGET/ACCOUNTS

9. Theresa and Gary confirmed there is £13,749 in the kitty at the moment. Regular costs are:-

- *insurance - £250 monthly

- *cleaning - £64 monthly – (£190 per quarter)

- *gardening - ??- done every 2 weeks

Works carried out but not paid for yet:-

- *security light has been installed so electrician needs to be paid

- *new fencing at the front has been replaced but not paid for yet

(As a company we should have a budget statement at every meeting. So from now on I would like to see a proper written breakdown of the budget at every meeting with all income and expenditure, bills paid and outstanding included please. This is necessary as the formal accounts are impossible to understand.)

ANY OTHER BUSINESS

10. Adnan confirmed that he had been in touch with Jordans the Solicitors regarding his membership of the group. He thought that Liz and Gary, as Directors, needed to send proof of ID to the Solicitors before this can happen.

11. Comfort wants to extend the lease on her flat so one of the Directors needs to confirm to the Solicitors, Dewar Hogan that she has fully paid up all her outstanding service charges which will entitle her to extend the lease.

12. Thanks were given to Steve for sorting out the issue with the recycling bins. Also, because he has offered to come up with a logo and a website for the company which would mean we could have a letterhead. Would be good to have a website where we could post important company info such as the insurance policy etc.. He will circulate some ideas, so please look out for these and respond. I asked him to keep a note of how much time he spends on this project so he can be paid for this work.

13. There are several issues that need looking into before the next meeting so we will

communicate these by round robin E-mails, once again, please ensure you all respond so that these matters can be moved on.

14. The next meeting will be at 8pm on Tuesday, June 25th 2019 at The Harvester, Chadwell Heath.

Liz Junor
May 31st 2019