

# **Minutes of a meeting of the Chadwell Housing Group held on Tuesday 25<sup>th</sup> June 2019 at The Harvester, Chadwell Heath**

## Present

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 Comfort (flat 25) or Said Malik (flat no 33) but they did not attend. UPDATE – Comfort has confirmed that her e-mail was not working properly so she had not received any messages, her new e-mail address should be used: [czion@outlook.com](mailto:czion@outlook.com)

## **MINUTES**

2. Minutes of the last meeting were discussed and agreed

## WORKS/MAINTENANCE

3. The long-standing issue of security doors for the front and back entrances was again discussed. The work has all been surveyed and Gary is just waiting on a start date for the works. There will be 2 locking doors at the front of the block made of aluminium, the first door will be locked by a key and there will be a key code to open the second door. Visitors will have to call their friends to gain access. The back door will have a pivot door, locked by a key.

(UPDATE SINCE MEETING – The doors are being made and will be ready from August 13<sup>th</sup> at which time Gary will inform everyone of the date of installation, codes to get in etc. The window for the top lobby has been made and is ready for fitting. NB The Post office need to be notified.)

## LOBBY AREA

4. The meters in the lobby area need to be covered so Gary will bring info to next meeting about this. It will be sorted once the security doors are completed. Sonia has told her tenants that they should not use lobby as a

storage area. Susan and Steve noted that no strangers had come into the lobby area since the security light was installed. Brighter lights will be installed in lobby area upstairs.

## GARDENING

5. Susan commented that the areas at the side of the garages were in need of weeding so Gary would speak to the gardener about this.

## OVERHANGING BRANCHES

6. Work had started to cut down the branches that were overhanging the garages but stopped soon after they had started as they under quoted for the job.

(UPDATE SINCE MEETING – The branches have now been cut down...not sure how much this cost in the end but it's good to have got it sorted as the branches had started growing into the garages.)

## BUDGET/ACCOUNTS

7. The company accounts have to be submitted to Companies House by June 30<sup>th</sup> 2019. The Accountant had now invoiced for his services at a cost of A£3,150 inc VAT.

8. The insurance had been paid to AXA at a cost of £2,258.09. I asked Gary if he could circulate the insurance certificate to everyone and he agreed.

9. There was £11,494.31 in the company account. Gary has not yet charged for the fencing.

## WEBSITE

10. Steve has been doing a lot of work on the company website and it is nearly ready to go live. It will be hosted by QIQ Ltd at a cost of between £36-£48 per year. Some of the pages will be private so only members can see them. We will now be able to publish documents such as the accounts and insurance on here. There will be an info@ address and a contact form for queries.

(Since the meeting there has been great progress – our website is up and running under the domain name of [www.chadwellhousinggroup.co.uk](http://www.chadwellhousinggroup.co.uk))

Many thanks to Steve for all his hard work on this - it was agreed that in recompense for all his works we would pay for a new monitor for him.

11. No date was arranged for the next meeting, it can be difficult at holiday time to all get together but this will be arranged via a round robin e-mail.

Liz Junor (Director)  
August 16 2019