

CHISWICK VILLAGE RESIDENTS LIMITED

BOARD OF DIRECTORS

MANAGEMENT MEETING

To be held at the offices of Michael Richards & Co on
13th February 2012

AGENDA

ITEM 1 - INTRODUCTION & APOLOGIES

ITEM 2 - MINUTES OF THE LAST MEETING - Thursday 6th October 2011 (All)

ITEM 3 - MATTERS ARISING

ITEM 4 – EMPLOYEES - Update and issues (AG)

ITEM 5 – FINANCIAL POSITION

- Bank Balance (CC) – Current situation for bank and Capital Project balances.
- Debtors and Legal Situation (CC) – To include breakdown by flat of debtors
- Quarterly Statements and analysis - oil costs(CC)
- Set budget for 2012/13 (MW)

ITEM 6 - CAPITAL PROJECTS PLAN

- Heating & hot water work update * Boiler House Chimney (AG)
- Update on lifts refurbishment (AG)
- Major Garden Works inc. TFL funded bicycle facilities (AG & TD)

ITEM 7 - GENERAL SERVICES

- Plan of actions; Carpets, (AG)
- Newsletter (RD)
- Tree Sponsorship (AB)
- Web Site inc. agendas / minutes (MW)
- Pathway to Wellesley Road (AG)
- Winter Preparations (AG)
- Energy Performance Certificate

ITEM 8 – RESIDENT ISSUES

Issue	Block / Flats Concerned	Whom
Cigarettes thrown from balconies	7 (119 - 142)	MW
Security & break –ins	various	All
Hot water & Heating Issues	2 (17 - 36) & 10 (185 - 204)	AG
Roof leaks	1 (1 - 16)	AG
Front door feedback	1 (1 - 16), 4 (57 - 76), 7 (119 - 142)	AG
Parking	7 (119 - 142)	MW
Cockroaches	8 (143 - 160)	AG
Service Charges	8 (143 - 160)	MW
Damp	12 (221 - 236)	AG
Lifts	12 (221 - 236)	AG
Noise disturbance	12 (221 - 236)	AG

ITEM 9 - ANY OTHER BUSINESS

ITEM 10 – DATE OF NEXT MEETING