

CHISWICK VILLAGE RESIDENTS LIMITED

BOARD OF DIRECTORS

MANAGEMENT MEETING – Thursday 2nd June 2011 MINUTES

Present	Martin Weaver (Chairman) Roy Dalglish (Company Sec.)	Tony Dittli Pauline McCarey	
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In Attendance	Adam Goldwater Carol Cherriman	Michael Richards & Co.	
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Item	Discussion	Action
1	INTRODUCTION & APOLOGIES	
1.1	Apologies for absence: Amy Barber and Roger Smith	
2	MINUTES OF THE LAST MEETING	
2.1	Accepted with amendments to para. 4.2	
3	MATTERS ARISING	
3.1	Pavements in CV <ul style="list-style-type: none"> • Concerns remain over the state of the pavements/ roads within the village. Michael Richards to contact council on our behalf • Action carried forward to next meeting 	RS
3.2	Wooden Rail – top car-park on the way to Wellesley Road <ul style="list-style-type: none"> ○ Section nearest road bridge has been replaced ○ Janusz to be asked to repair remainder of fence if cheap and does not take a great deal of time ○ Action carried forward to next meeting 	AG
3.3	Van Service and Cost Control <ul style="list-style-type: none"> ○ GBP 40-00 received from Matt, April 14th 2011, in settlement for sale of old van 	
3.4	Solicitors' Papers <ul style="list-style-type: none"> ○ Papers held in trust by previous solicitors of CVRL have now been reviewed by MW / RD ○ Now to be moved into storage by Michael Richards, archived, with associated costs charged back to CVRL 	AG

3.5	<p>Recycling</p> <ul style="list-style-type: none"> ○ After approaches to Hounslow Council by AG, collection of waste for recycling has improved ○ Situation to be monitored to ensure that the progress made remains in place 	AG
4 EMPLOYEES		
	<p>Hajnalka</p> <ul style="list-style-type: none"> ○ Hajnalka has now left the employment of CVRL <p>New Cleaner</p> <ul style="list-style-type: none"> ○ A new cleaner, name to be advised in due course, has been engaged to start work on June 6th, 2011 	AG
5 FINANCIAL POSITION		
5.1	Service Change Fund – GBP 12,438-05	
5.2	Capital Project Plan Fund – GBP 288,642-51	
5.3	<p>Creditors / Debtors</p> <ul style="list-style-type: none"> ○ List of creditors / debtors and the associated sums received into the record from CC <p>5.3 Overspend This year's accounts are now expected to show an overspend of GBP 58,564-00, of which GBP 54,876-00 is due to massive fluctuations in the spot price of heating fuel caused by bad weather and political unrest. CC presented figures showing that over the past two years it was cost and not quantity of fuel that was at issue. (attached)</p> <p>In a revision of previous plans, It is resolved that the overspend will be managed by a single extra collection levied in the September 2011 service charge demand</p> <p>Since the overspend has been caused by continued high oil prices, a situation expected to continue at least for the foreseeable future, it was also resolved that: -</p> <ul style="list-style-type: none"> ○ The budgeted costs for fuel for the year 2011-12 will be adjusted upwards to GBP 300,000-00 ○ Adjusted collections to reflect the adjusted budget shall be made in the remaining service charge collections for the year 2011-12 <p>AG observed that the increase represented a 10.4% increase in the service charge which had to be considered alongside last year's 8% reduction in service charge</p> <p>A letter explaining the cause of the additional collection and adjusted collections in this financial year will be prepared by</p>	CC

5.4	<p>CC to be sent to leaseholders from the Directors with the June service charge demand.</p> <p>AGM of CVRL – 2011</p> <ul style="list-style-type: none"> ○ This year’s AGM shall be held on September 7th, 2011 in Strand on the Green School subject to the availability of the premises on that date ○ AG to instruct Matt MW to make the necessary booking 	AG-MW
6 CAPITAL PROJECTS PLAN		
6.1	<p>Heating and Hot Water</p> <p>Ron Galton has presented his account for consultancy in the matter of the operation of the heating and hot water systems in Chiswick Village</p>	
6.2	<p>Lifts Refurbishment</p> <ul style="list-style-type: none"> ○ A Stage 2 notice for the next phase of lift replacement has now been issued – no responses were received ○ AG shall now place the order for this work with patron Lifts ○ A Stage 3 notice shall then be issued by AG 	AG AG
6.3	<p>Boiler House Chimney</p> <ul style="list-style-type: none"> ○ CCTV analysis of the condition of the boiler house chimney has now been completed ○ AG to review the report when received, to advise the next meeting on the results of the review 	AG
6.4	<p>Front Door Renovation</p> <ul style="list-style-type: none"> ○ Original quotes received were for purpose built doors in the region of GBP 65,700-00 including tax ○ Attempts to reduce this by purchasing “ready made” doors of similar quality have proved unsuccessful, as no suitable doors could be found ○ After negotiations with Bectom Builders and Maintenance Ltd., AG has received a quotation of: - GBP 56,700-00 to replace the front entry doors GBP 10,080-00 to replace the rear entry doors ○ The above quotations represent a GBP 10,000-00 reduction on the cost of the project ○ AG shall now instruct Bectom to replace the front and rear entry doors of block 1 – 16 as described in their quotation ○ Subject to approval of the resulting work, AG shall then instruct Bectom to replace the remaining 14 front and rear doors in line with the quotation described above 	AG AG

6.5	<p>Garden Design</p> <ul style="list-style-type: none"> ○ A prioritised list of work to be completed as part of the implementation of proposals for the garden work has been advised to AG ● AG shall seek and instruct suitable contractors to implement the work to: - <ul style="list-style-type: none"> ○ Install a line of fencing from the northern boundary to join the existing gate. ○ Install a Hoggin path running the full length of the site ○ Plant groups of Silver Birch trees including two (2) groups of three (3) trees nearest the road at the northern end (essentially outside the main site) ○ Implement additional planting in front of the hedge – two (2) groups of Cornus and spring bulbs ○ Fill in the crater at northern end of site and oversee or turf and oversee or turf area at other end of site ○ The budget is set at GBP 30,000-00 ○ CC shall rewrite the Ten Year Plan in line with the above 	<p>AG</p> <p>CC</p>
7	<p>GENERAL SERVICES</p>	
7.1	<p>Plan of Actions</p> <ul style="list-style-type: none"> ○ The main priority remains to complete work requiring scaffolding – now almost complete. Said work mainly involves repointing of balconies ○ All other work requiring scaffolding is now to remain on hold pending a review of AG to determine how best to complete the work at the lowest cost possible ○ AG to examine options for completing repainting of the boiler block water tank housing 	<p>AG</p> <p>AG</p>
7.2	<p>Tree Planting</p> <ul style="list-style-type: none"> ○ New trees are now in place ○ Plaques will be ordered in due course – AB to contact sponsors to agree the wording on each ○ P McC observed that her GBP 150-00 to pay for a tree had in fact been credited against her service charge in error. CC to resolve 	<p>AB</p> <p>CC</p>

7.3	<p>Newsletter</p> <ul style="list-style-type: none"> ○ Next edition of the newsletter to go out with the June service charge mailing ○ Items to be covered shall include; - <ul style="list-style-type: none"> ○ Plans for front and rear door replacement ○ Changes to employees of CVRL ○ Reminder to parents supervise children while using the communal gardens ○ Oil price and effects on the service charge 	RD
8 PLANNING APPLICATION		
8.1	<p>Meeting between MW / AG and Colin Tett</p> <p>At a recent meeting between MW / AG and Colin Tett</p> <ul style="list-style-type: none"> ○ Colin Tett indicated that he saw the building of new apartments on the roof of Chiswick Village as “unfinished business” ○ Colin Tett indicated that his intention is now to build 15 new apartments, rather than his previous target of 40 new apartments ○ Colin Tett implied that his business relationship with Agora Developments is now at an end, at least in so far as it involves Chiswick Village ○ Colin Tett appeared to agree that the development represented no advantage to the current residents of Chiswick Village ○ Colin Tett indicated that his previous approaches to residents had been inappropriate, and that is was now his aspiration to use a more “collaborative” approach to any subsequent negotiations ○ A proposal will be prepared by Colin Tett in due course 	
9 ANY OTHER BUSINESS		
9.1	<p>Estate Manager’s Flat</p> <ul style="list-style-type: none"> ○ Following the demand received from Colin Tett’s solicitors to raise the rent to GBP 12,500 per annum, effective May 1st, 2011, a further offer from Colin Tett has been received which lays out rent increases as follows: - <ul style="list-style-type: none"> ○ First year – GBP 8,500-00 ○ Second year – GBP 9,500-00 ○ Third year – GBP 10,000-00 ○ Since this remains is in line with market rate, the demand is not unreasonable ○ AG is to make an offer in line with the above such that the phrase “first year” shall be taken to mean the financial year beginning March 20th, 2012, with subsequent revisions falling due on the corresponding first day of the financial year 	AG

9.2	Grass <ul style="list-style-type: none"> ○ RD requested that AG discuss with Janusz the option of applying a lawn treatment to the lawns in the communal parts of the gardens with a view to resolving the significant weed problem therein 	AG
10 Next Meetings		
10.1	Directors Meeting – 9 th June 2011 – 19:30 - Flat 13 Management Meeting – 28 th July 2011 – 19:00 - Power House	

Authorised by:



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Martin Weaver
Chairman
Chiswick Village Residents Limited

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