



Minutes of members meeting held electronically
via Zoom on Tuesday 26th April 2022 at 4:00pm
Bath Road (Swindon) Management Limited

Attending

A Altieri - Director

C Courtney

A Baker

Managing Agent

J Morris – Company Secretary

T Dellow

1. **Apologies**

None

2. **Debtors as at 31 March 2022**

There were 3 debtors as of year end 2022 totalling £782.36.

3. **Maintenance**

a) **Cleaning**

It was agreed to provide notice to the cleaners as residents have agreed to arrange to clean the communal areas between them.

b) **Window Cleaning**

A Altieri proposed to obtain quotations from a contractor to clean all windows on the block. It was agreed to determine the frequency of visits once the quotation is received.

c) **Emergency Light Check**

A Altieri and C Baker agreed to undertake a monthly 'flick' test of the emergency lights and to inform the managing agent of any failures.

d) **Fire Alarm**

Following advice received from a fire risk assessment, it was agreed to decommission the fire alarm system in line with current guidance and if economically beneficial to instruct the same contractor to perform the three hour run down test on the emergency lights.

4. **Accounts**

The accounts were presented to the meeting, J Morris provided explanation of each area of expenditure and the forecasted budget for the next 5 years. It was noted that as of the date of this meeting, the company hold just under £1,500 in cash.

J Morris suggested that a typical reserve figure would be twice that of the annual income, which equates to around £10,000.

a) Insurance revaluation

The budget for year end 2023 includes a provision for an insurance rebuild cost assessment which will determine an accurate declared value for when the buildings insurance is renewed.

5. Service Charge

Invoices for the current year were issued on 6 April 2022, it was agreed that new invoices would be issued at a 5% increase on the previous year.

6. AOB

a) Next Meeting

It was agreed to hold the next members meeting by Zoom in either November 2022 or January 2023 at which the 2023/24 service charge would be agreed.

There being no further business the meeting closed at 16:50pm.