

# Hide Tower Resident Management Major Works Meeting Wednesday 17 November 2021 – 6pm.

Present

|                  |                |           |
|------------------|----------------|-----------|
| Ms I Dahl        | Chair          | <b>ID</b> |
| Mrs M Stephenson | Vice Chair     | <b>MS</b> |
| MS B Grasberger  | Treasurer      | <b>BG</b> |
| Ms T Mclean      |                | <b>TM</b> |
| Mr S Graves      |                | <b>SG</b> |
| Mr P Mixer       |                | <b>PM</b> |
| Mrs M Weldin     | Secretary      | <b>MW</b> |
| Mr R Mangat      |                | <b>RM</b> |
| Mr N Waker       |                | <b>NW</b> |
| Ms P Addison     | <b>Manager</b> | <b>PA</b> |

|                |                 |           |
|----------------|-----------------|-----------|
| <b>Apology</b> | Mr L Stephenson | <b>LS</b> |
|                | Mr T Weldin     | <b>TW</b> |

## 1. Matters Arising

**ID** welcomed everyone and asked if everyone had read the minutes of the last meeting, and if there were any queries as there weren't any **MS** proposed that the minutes were accurate, which was 2<sup>nd</sup> by **NW** and agreed by all other members.

**ID** went onto discuss the continuation of the RMB she informed members that we had received 3 nomination forms from council tenants wanting to come onto the board, they were Sarah Gilbert who had been on previously, Brian Abell a long-time resident in the block, and Rodrigo Zanetti, who has attended AGM's in the past and has shown an interest. There had been interest from a couple of others but so far, we haven't received the forms. The next hurdle is to get directors in place and ready to take over in the next few months so that we can go forward and recruit a new manager. **SG** suggested we arrange meeting in the next week or two to discuss with new members.

**ID** also discussed the responsibility split of the management agreement and asked members if they do continue, do you want to keep the same responsibilities, housing management new tenant sign ups and tenancy management or hand some back this and keep it to repairs, cleaning, car parks, doors fobs and running the business etc. After some discussion it was felt that it was important to keep housing management as meeting the manager at a sign up starts off the relationship and **ID** felt that was very important to her when she signed up and would mean they would engage more with the office.

**BG** concerned that we need to do the 5-year ballot to make sure the residents want it to continue. **PA** said that from the feedback she has received from residents following the letter we sent about closure of the office she is confident

that they will want to continue, as they are worried about who will look after them.

**ID** suggested as a five-year ballot will eat into the short time that we have, we should go ahead with recruiting and set up a steering group to deal with the recruitment and interviewing stage. **BG** and **MS** both have experience with interviewing. Mervyn Thomason will assist with the recruitment and advertising in Inside Housing.

**PA** agreed to stay on until the end of April and is willing to assist with handover after her retirement on a consultancy basis.

**RM** Asked if members who are going to stand down can remain on the committee for a further few months to share more responsibilities. **ID** said she will stay on as a member but not as a chair.

**ID** then went on to raise discussion on the X251 project and discuss the corridor doors. **SG** had sent around an alternative design of metal doors, and Keith Rouse had investigated the costing of this if we wanted to go ahead with it. The costing would increase significantly from their proposed doors of £190K to £344K for metal ones.

A discussion opened regarding UL bad workmanship accountability on the damage they had made around the building. PM said the decision had already been made at the previous steering group meeting that we were going along with their door designs. **SG** and **BG** want to know the measurements of wood to glass ratio before agreeing and some information on the grilles at the top of the doors. **PA** to ask Keith Rouse to get the measurements, and also to arrange next steering group and walk around to look at defects.

**ID** suggested that going forward the steering group will meet with UL and WCC to discuss the works and they will feed back within the allotted time of the agenda item on the next steps.

## **2. Conflict of Interest**

There was nothing around the table.

## **3. Repairs**

**PA** gave a quarterly repairs report from October -December

She informed that we had issued and completed 82 repairs during this last quarter. The expenditure for this period is £18,771.20 net cost.

There had been 8 high spends between £501 - £2,500 and we discussed these in more detail, one repair was due to a leak from another flat that caused damage to someone who was away because of lockdown, there was this was a high spend of around £2k. **SG** asked what we do in these situations can we claim. **PA** advised that we could claim for these on the building's

insurance but within 30 days and there is a £500 excess. Also discussed we had replaced external lighting in the garden and on the shed enclosure wall at a cost of £620.00

We received 25 satisfaction sheets – only 31%

We are expecting to receive some invoices from Westminster for backdated emergency call out, from 2019 -2021. This is expected to be in the region of £5k.

#### **4. Finance**

**PA** had given members a profit and loss account for quarter 3 and briefly went through it discussing what we had received, and we had spent. There were no queries on this.

The summary of the finance for December.

|                    |             |
|--------------------|-------------|
| Opening balance as | £82,431.99, |
| Expenditure        | £11,038.25  |
| Closing Balance    | £71,393.74  |

**SG** asked what the process was for authorising payments, **PA** informed that we need 2 people to sign for each payment and Treasurer to approve.

#### **5. Health & Safety**

**PA** external lighting as discussed in repairs is complete.

**PA** updated that riser cupboard locks were now in place and locked. They have keyed it to the Assa locks for which we have a master key in the office.

**SG** had sent a report to Keith Rouse on the defects he had highlighted. **PA** to arrange a walk about the building with WCC and UL to agree the remedial work.

#### **Any other business**

**PA** updated members on what is happening around the building.

- Flow 3 drains were on site carrying out cleaning and coring of external drains starting in hall, office, and then external car park.
- Trees are being pruned in the garden and around the car park next week. **SG** asked about the Indian Bean tree that needs some work on it. **PA** informed that the garden trees are due for some work, she will find out what they are doing on that tree.
- Following request from very elderly residents to local Councillor that they need a temporary ramp as the one they use has been blocked by UL, I have asked UL to arrange this, Andy Morrison has suggested putting in a temporary tarmac one. Members not happy with this and suggested they put in a timber ramp. **PA** to liaise with them on this.

## **Residents Association Matters**

PA advised that she has requested the PO numbers to invoice WCC for aerals rental money and has invoiced for gardening allowance.

Current bank balance at end of December. £112 581.70

As there was nothing further to discuss the meeting finished at 7.30pm  
Date of next meeting 2<sup>nd</sup> February.