



149 County Road Management Limited

15 Windsor Road Swindon SN3 1JP

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www.countyroad.rmcweb.site

Minutes of Members Meeting held electronically via Zoom on 19th April 2022 at
11:00am

Present:

Members:

D Greetham - Director

L Scotti

Managing Agent:

John Morris (Company Secretary)

Thomas Dellow

1. Apologies

None

2. Debtors

As of 19th April 2022, one flat is paying instalments, one is £100 in arrears but paying regular instalments, one is paid up to date and one owes £2712.02 but is paying £500 per month to settle the account.

3. Maintenance

a) Fire Stopping Works

A fire risk assessment was undertaken in 2021 which recommended that the communal electric cupboard be properly sealed to provide adequate fire stopping compartmentation. These works were completed in November 2021.

b) Fire Alarms

The report recommended that the fire alarm system should be checked to determine if the system was a mixed grade fire detection system. It was agreed that a quotation would be obtained for the recommended system and to see how the current system compares in its current state.

c) Fire Safety Order

The Fire Safety Act 2021 is likely to come into force in 2022, this legislation currently dictates that the responsibility to ensure the fire stopping capabilities of apartment doors falls equally to the owner of the property, and the residents management company, although liability to pay for remedials remains wholly with the leaseholder.

J Morris advised to await further guidance and advice from Government regarding how this legislation would work in practice but suggested that those present provide documentation on their doors if it is available.

d) Asbestos and Health and Safety report

The asbestos register and Health and Safety assessment was updated during the year.

4. Insurance

Buildings, terror and directors' and officers' insurance has been renewed at a reduced premium compared with previous years. The buildings insurance in particular has reduced by over 50% since 2019.

It was agreed to obtain a rebuild cost assessment for insurance purposes during the year.

5. Accounts

J Morris provided a briefing of the accounts which saw an increase in reserves from £2,505 in year ending 2019 to £7,754 year ending 2021. The proposed budget forecasts a steady increase to reserves to cover for any unexpected major expenditure, as well as minor repairs, redecoration, and other cyclical expenditure.

7. AOB

a) Grounds

D Greetham suggested that a contractor be engaged to attend to the grounds of the site to clear away weeds and litter. Those members present agreed to proceed with these works on a monthly basis over the whole year.

There being no further business, the meeting closed at 11:26am