

Kensington Hall Gardens Management Ltd
Meeting Minutes
St Paul's Hotel, 21st October 2014 6.30pm

Present	Simon Burke	Flats 56, 57, 58, 61, 62
	Jacqui Holgate	Flat 63
	Tom Walsh	Flat 59
	Jurek Grzenda	Flat 60
	Vedia Johnson	Johnson Burke & Co Ltd
Apologies	Steve Holgate	Flat 63

		Who	By when
1.	Annual Accounts : SB stated that the report and accounts for the previous year (year ended 2013) had been prepared and confirmed that everyone had a copy. No one raised any issues.		
2.	The biggest level of expenditure is the insurance (£7300). However £4300 of this is for the four shops.		
3.	Current account : SB confirmed that the bank account is currently £26,000 in credit (£3000 must be allocated for the insurance).		
4.	A question was asked as to whether the shops contribute to the maintenance of the building and SB advised that they can be charged providing it is for the external areas, i.e. roof, guttering, pointing, etc.		
5.	The cafe now has a drinks licence and concern was expressed over the management. Everyone agreed that we should keep an eye on this.	All	
6.	The Cleaners shop has been sublet by the current lessee (with agreement) to another company. Concern was expressed that they were now operating as not only a general cleaners, but they appeared to be providing a commercial service to hotels, etc.		
7.	VJ advised that as a result of the new Cleaners, flat 57 was suffering from warped laminate flooring. This could only be due to the level of heat emanating from the shop below. This needs to be monitored carefully.	VJ	Ongoing
8.	SB explained that the current set up of the company could lead to it being subjected to corporation tax due to reserve funds being held every year. He explained that he had investigated an alternative way of	SB	

	working via an association and everyone agreed that this should proceed.		
9.	Service charges : SB advised that service charges were almost up to date.		
10.	Cellar light : JG advised that there is a problem with the cellar light as it stays on all the time. VJ to sort. (Actioned : Handy Warhol to sort when they install the communal lights)	VJ	ASAP
11.	Communal area lighting – discussion was held re the lights as the bulbs keep blowing. Therefore it was agreed that the fixtures within the lights should be changed to LED bulbs which are far more energy efficient and last much longer (Actioned : Handy Warhol has ordered the fittings and will let us know when they arrive)	VJ	ASAP
12.	Communal area cleaning : VJ asked whether everyone was happy with the cleaning and everyone agreed : JH advised that there was a large cobweb in the hallway. VJ to advise Tony Hosier to sort. (Actioned – DJ cleaning services to sort)	VJ	ASAP
13.	Survey : Discussion was held re obtaining a full survey of the building so that a short, medium and long term plan could be produced in order to phase the service charge costs. VJ advised that she had received an initial quote for £2000. It was agreed that we needed to proceed and so VJ to obtain other quotes.	VJ	End Nov
14.	All agreed that it made sense to obtain the survey prior to commissioning any major works in case it highlighted other issues.		
15.	Replacement windows : VJ presented a variety of options regarding the replacement of the windows at the front of the building. It was agreed to <ul style="list-style-type: none"> • Wait and see what the survey shows • Obtain another few quotes (for repairs, not replacement) • Have the work done in Spring 2015 (funds permitting) 	VJ	After survey
16.	The costing of the work at the front of the building is going to be in excess of £40,000 so seeing as the reserve fund is currently only £23,000, there will have to be some incremental funds raised. (The current annual service charge is £1720 per flat)	All	Spring
17.	Main front door : issues continue with the door which shrinks in the summer and swells in the winter causing lock issues. It was agreed that we should obtain quotes for replacing the door. VJ to action.	VJ	ASAP

18.	Pest control : VJ advised that rather than spending more money on an external pest control company, which doesn't solve the problem, it would be best for everyone to purchase their own poison, plus a plug in sonar device that is a mice deterrent (VJ demonstrated one such product). All tenants will be advised to ensure cleanliness within flats and hopefully this will alleviate the problem.		
19.	Moths : JH advised that she had seen about ten moths in the communal area. VJ to organise pest control company to spray the area.	VJ	ASAP
20.	SB explained that he and Vedia had set up a company in order to manage blocks professionally and all agreed that Kensington Hall Gardens management would move to Johnson Burke & Co Ltd		
21.	There being no other issues, the meeting adjourned at 8.00pm		
22.	Date of next meeting : tbc		