

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

Company No: 1008511 – Registered in England & Wales
Registered Office: 164 Cranbrook Road, Ilford, Essex, IG1 4NR

Minutes of the Annual General Meeting held at the Aldersbrook Tennis Club, Blake Hall Crescent, Blake Hall Road, Wanstead, London E11 3RH at 8pm on Monday 15th February 2016.

Present: Griff Griffith (Company Secretary)
Bob Haswell (Treasurer)
Len Kerridge
Pauline Thurman
Mike Thompson
Gerry Cox

There were nine shareholders present. Apologies had been received from Mr J. Mulrooney – flat 9, Mrs J.C. Welham – flat 21, Mr D. Donovan – flat 22, Miss D. Kelly – flat 49, Mr P. Penny – flat 59, Mr B. Living – flat 117 and Steve Barrable, Hull & Co.

Agenda Item

- 1 To approve the Minutes of the Annual General Meeting held on 23rd March 2015:**
Approval was proposed by Mr Al-kadi, flat 109 and seconded by Mr Lam, flat 153.

Vote: was unanimous in favour – the Minutes were agreed

- 2 To receive and adopt the Directors' Report and Accounts for the year ended 31st March 2015:**
Mr Lam, (flat 153) commented that he was confused between the two Queenswood companies. Griff Griffith explained the function of each Company.

Mr Al-kadi (flat 109) mentioned that during the past year, filming had taken place within his flat and around common areas of the estate. He was aware that a sum of money had been paid for this use and asked what had become of that money. He also asked why he had been advised that permission would not be given again. Griff Griffith advised that any monies received would be included on page 9 of the Accounts under 'fees and charges'. The company's other income is service charges and administration charges. In answer to the question regarding future permission. Mr Al-kadi was advised that agreeing to the previous filming had been a last-minute decision as very little notice had been given to the company. Unfortunately, after the filming, several complaints had been received from residents, which was the reason permission would not be granted in the future.

Ms Mazerelo (flat 23) asked what the phrase 'service charges adjustments' meant. Griff Griffith explained that this was a phrase used by THP because some people paid their service charges by standing order and some by cheque; some had overpaid and some had underpaid. This entry was an adjustment for that.

Griff Griffith explained the gardening charges; the contract entry is the amount paid

to Nigel Jones, the gardener and the other amounts were for plants, tree surgeons and the like.

Griff Griffith mentioned the level of service charges, saying that this was to be discussed at the next board meeting and was likely to result in a small increase this year.

Approval was proposed by Mr Lam, flat 153 and seconded by Mrs Tully, flat 119.

Vote: Unanimous in favour - The Report and Accounts were adopted

3 To elect up to three Directors to act on behalf of the Company:

Only two candidates had been proposed for election to the Board.

To re-elect Len Kerridge

Vote: unanimous in favour - Len Kerridge was re-elected to the Board

To re-elect Bob Haswell

Vote: unanimous in favour - Bob Haswell was re-elected to the Board

4 To authorise the Directors to appoint Auditors to the Company and to fix the remuneration of the Auditors:

Vote: Unanimous in favour - authorising the Board to appoint Auditors to the Company and to fix the remuneration of the Auditors.

The formal part of the AGM then closed and the floor was opened for questions from Shareholders.

- a) Ms Grell (flat 12) asked why she had received a letter from Bretherton's, a firm of solicitors, threatening legal action for non-payment of service charges. Griff Griffith gave Ms Grell the chance to discuss this outside the meeting in private but Ms Grell waived this. Both Griff Griffith and Ms Grell agreed that no service charges had been paid during 2015. Ms Grell at first thought her account was in credit because she had received a cheque from the company but Griff Griffith explained that the cheque was part of the final payment of the Founder shareholders loan from Queenswood Gardens Ltd, not Queenswood Management Association Ltd - a proportion had been retained to cover earlier arrears. Ms Grell explained that she had not paid the service charges because she had not received any invoices; however, Griff Griffith advised that the invoices were posted by hand through each door. Griff Griffith said that he was awaiting documentation from Hull & Co. on this and would get back to Ms Grell when this was received.
- b) Mr Al kadi (flat 109) mentioned that a washing line at the back of The Firs had snapped. He was advised that this had been reported and was being

dealt with.

- c) Mr Fitzgibbon (flat 42) asked for advice in contacting an absentee landlord. He said that he had a problem with some over enthusiastic plumbing in the flat next door to him. He had no wish to alienate the tenants in the flat, but he was having great trouble contacting the owner. Griff Griffith said that as the list of shareholders can be accessed on the Internet, he did not see why he could not give the details to Mr Fitzgibbon if he emailed a request. There was general discussion about this and it was suggested that Mr Fitzgibbon could contact the L B Redbridge Noise Nuisance team and it would be a good idea to start recording a noise nuisance diary. As a last resort, a complaint could be made to the estate but Mr Fitzgibbon would have to indemnify the company against fees etc.
- d) Mrs Tully (flat 119) mentioned that there had been a flood in The Firs which had not been covered by the building insurance. Griff Griffith advised that if water from any flat enters another, the flat with the water damage can claim against the other flat's insurance. The exception is if a top floor flat's bathroom leaks into the corridor then the building cover would step in. Griff Griffith also explained that the water pipe from the water meter or stop cock in the pavement/lawn outside the blocks to the flats was the responsibility of the flat owner. Queenswood Management Association Ltd can't do anything in this situation; it is between the water company and the flat owner. Miss Beasley (flat 87) found this confusing. She said that Thames Water send out details of insurance that they are prepared to offer but Hull & Co. had told her that this was unnecessary. Griff Griffith said that he would speak to Hull & Co. about this. Ms Beasley, suggested it would be a good if everyone knew their water meter number and Griff Griffith agreed saying it could be found on the water bill. Ms Mazerelo (flat 23) asked if everyone was on water meters but was advised that not everyone is connected. Ms Mazerelo also said that she thought there was a stopcock between the flats and the water meters. Griff Griffith agreed that he thought there was, situated on the ground floor in one of the risers, but after forty years he thought that they would be seized up and jammed and, if forced, could break off.
- e) Mr Lam (flat 153) asked if garages could be sold between flats. Griff Griffith said that they could. This had happened in the past and each case is decided on its own merits. Griff Griffith also mentioned that he had discovered that one garage had been transferred from one lessee to another but the transaction had not been noted at the Land Registry. He had written to the people involved advising them of this and also to six people who had purchased lease extensions that had also not been noted at the Land Registry.

The meeting closed at 9:15 pm