

# **Queenswood Management Association Limited**

Company No: 1008511

Registered Office: 164 Cranbrook Road, Ilford, Essex, IG1 4NR

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD AT THE ALDERSBROOK BOWLING CLUB, WANSTEAD, LONDON, E 11 AT 8.30 PM ON WEDNESDAY 21<sup>ST</sup> NOVEMBER 2012**

### **Present:**

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

### **In Attendance:**

Steve Barrable (Hull & Co)

There were six shareholders present. Apologies had been received from Derek Mitchell (Auditor – the Kings Mill Partnership) and from Mr Mulrooney, flat 9; Mrs Welham, flat 21; Miss Hine, flat 31; Mr Taylor, flat 35; Mr Harrison, flat 52; Mr Penny, flat 59; Mr Living, flat 117; Mrs Tully, flat 119; M&R Duke Investments Ltd, flat 142.

### **Agenda**

#### **Item**

- 1 To approve the Minutes of the Annual General Meeting held on 8<sup>th</sup> December 2011:**

Approval was proposed by Mr Thompson (flat 73) and seconded by Mr Haswell (flat 19).

*Vote: Unanimous in favour – the Minutes were agreed.*

- 2 To receive and adopt the Directors' Report and Accounts for the year ended 31<sup>st</sup> March 2012:**

Adoption was proposed by Miss Kelly (flat 49) and seconded by Miss McEwen (flat 8)

*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 Bob Haswell

*Vote: Unanimous in favour – Bob Haswell was re-elected to the Board*

To re-elect Len Kerridge

*Vote: Unanimous in favour – Len Kerridge was re-elected to the Board*

- 4      **To re-appoint the Kings Mill Partnership as Auditors to the Company and to authorise the Directors to fix the remuneration of the Auditors:**

*Vote: Unanimous in favour – the Kings Mill Partnership were reappointed as Auditors and Directors of Queenswood Gardens Ltd authorised to fix the remuneration of said Auditors*

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

**1      Block entryphone system:**

Miss Beasley mentioned that one block had had a new entryphone system installed and wondered when the other blocks would receive theirs. Griff Griffith said that the system was replaced in block F only because the existing system, which was the first system installed many years ago, had failed. It was quite expensive to install and there were no plans to replace the remaining blocks' systems unless they, too, failed.

**2      When flats are resold, does the board insist that fitted carpets are laid?**

Miss McEwen asked this question. Griff Griffith said that this was an area that the board took seriously, and that the share in the company would not be transferred to an incoming lessee if the company is aware that there were no fitted carpets. Often the board is unaware that a flat has been sold. When solicitors make pre-contract enquiries to Hull & Co. and the lack of fitted carpets is known, they will advise the solicitors of the terms of the lease, the breach, and the need to rectify it.

**3      What steps can be taken if a lessee still fails to lay fitted carpets as required under the lease?**

Griff Griffith said that the company's powers are constrained by legislation. If another lessee makes a formal complaint about a flat having no fitted carpets (or any other breach of the terms of the lease), then the company (by agreement with Queenswood Gardens Ltd) can take steps including issue a Section 146 Notice which the offending lessee to rectify the problem or have their lease terminated. The case would have to go to the Leasehold Valuation Tribunal first and sometimes this is enough. After that stage the board can take the matter to court if a lessee fails to meet their obligations. The lessee making the complaint must indemnify the company for the legal costs

Griff Griffith said that the board isn't Queenswood Gardens' "police force" and they can't knock on doors on a whim to see whether lessees are meeting all the terms of their lease; they can only act on information that is provided to them, or that is in the public domain – such as online *For Sale* or *For Rent* listings that include photos of the property.

There was discussion on this. Griff Griffith reiterated that the company can only work within the terms of the lease and the

relevant legislation.

**4 Can we do anything about people parking on the pavements?**

Griff Griffith said that the pavements are the responsibility of the London Borough of Redbridge; the board can only put notes on the cars asking them to park more carefully.

**5 Could it be put in the newsletter?**

The board agreed to include this issue on the next edition of the newsletter

**6 Block decoration and new block front doors:**

Mr Mullan (flat 69) said that block A decorations have been done very well and very carefully and are looking very good. Griff Griffith thanked Mr Mullan for his comments

Mr Mullan also said that the new front door in block A is much appreciated and it is more secure than the old door. Griff Griffith thanked for his comments. Block A was completed first as a trial. The doors are custom made and cannot be returned so the board wanted to be sure that they worked and were popular before ordering a full set for Queenswood Gardens.

At the board meeting in the previous week, it was decided to order the doors for the remaining blocks. Blocks B, D and E will have the same style new doors at both front and back; blocks C and F will have front doors only (as with block A) as there very little direct access made through the back doors of these blocks.

Bob Haswell explained about the small independently-programmed key fobs that are associated with the new doors. Bob Haswell also mentioned that the fobs can be deactivated, if necessary, when someone moves out.

**7 Who will be programming the fobs?**

Miss Kelly (flat 49) asked this question. Steve Barrable said that Hull and Co. will be using the contractor who installed the system to do this.

**8 Will the bollard outside block A be replaced soon?**

Mr Mullan (flat 69) asked this question. Griff Griffith said that yes, it was left down to allow the cherry-picker access to the area to carry out the decorations. It will be replaced by the contractor in due course.

**9 Vote of thanks:**

Miss Kelly (flat 49) thanked the board for all their hard work during the year.

The meeting closed at 9:10pm