

Lumley Close Freehold Company Limited

15 Windsor Road Swindon SN3 1JP

Meeting of directors' meeting on 13th January 2023 at 11:30am at Lumley Close, Swindon, SN5 6JD.

Attending:

S Sargent

D Salsbury

J Morris (Managing Agent)

T Dellow (Managing Agent)

1. Apologies

None

2. Maintenance

a. Site Review

The CCTV system appears to have reduced the occurrences of fly-tipped items on the site. The gardens appeared in clear and tidy condition. It was noted that the rear garden wall may require replacement bricks/ re-pointing in future due to age related deterioration, the managing agent will review this during site visits.

b. Asbestos, Fire Risk and Health and Safety Assessments

It was agreed to obtain quotations for an asbestos assessment and a combined fire risk/ health and safety assessment for the block. Actions may then be taken in line with any recommendations that may be received.

c. Internal Re-Decorating

It was agreed to obtain quotations for re-painting of the internal communal area.

d. Internal Cleaning

D Salsbury offered to obtain a quotation for regular cleaning of the internal communal area and will liaise with S Sargent.

e. Communal Window Replacement

It was noted that the wooden communal window is showing initial signs of deterioration and will require replacement or repair. It was agreed to obtain quotation for a uPVC replacement.

3. Accounts

The income and expenditure and balance sheet were distributed to the meeting. The forecast budget for 2023 was agreed with service charges to be issued accordingly with an increase of £50.00 per property. The managing agent's fee for the new financial year was agreed at an increase of £5 plus VAT per month. (£72.00 per year).

4. AOB

None

There being no further business, the meeting closed at 12:20pm.