

**MINUTES OF THE ANNUAL GENERAL MEETING RE:
SWEET BRIAR COURT MANAGEMENT LIMITED
HELD ON WEDNESDAY THE 11TH MAY, 2005 AT 7.30PM
AT THE VILLAGE HALL, HINTON PARVA, SWINDON**

1. **Members present:**

Mr M J Wakefield
Mr & Mrs Hawkins
Mrs C J Hooper
Miss L Dunwell & Miss Clare Smith

The Management Surveyors, CPM, were represented by Dawn Castino.

2. **Apologies for Absence:**

There were no apologies for absence received.

3. **Minutes of last Annual General Meeting:**

The Minutes of the last Annual General Meeting held on 9th September, 2002 have been previously circulated following the last AGM and were approved as a true record of the meeting.

4. **Matters Arising:**

It was noted that any matters arising would be dealt with under 'Any Other Business'.

5. **Audited Accounts:**

The audited accounts for the period to 31st March, 2004 were presented. The accounts, having previously been approved and signed by the Directors and filed at Companies House, were duly approved by the assembled meeting.

6. **Directors' Report:**

- a) The Meeting approved the Directors' Report as stated within the audited accounts of the Company.
- b) It was considered the activities of the Company have been summarised and reported in the Notes from the Meetings held between the Directors and CPM since the last AGM.

7. **Re-appointment of Directors:**

At the time of the AGM the following Directors were in place:-

Mrs J L Hawkins
Mrs B J Hooper
Mr M J Wakefield

The foregoing were confirmed as Directors of the Company, with Hertford Company Secretaries as Company Secretary.

8. **Appointment of new Directors:**

Miss L Dunwell duly signed the 288a Companies House form which was returned to Companies House.

9. **Appointment of Auditors:**

Thomas David, Chartered Accountants and Registered Auditors, Mercer House, 10 Watermark Way, Hertford, Herts. SG13 7TZ were unanimously confirmed as the Company's Auditors.

10. **Any Other Business:**

- a) A query arose with regard to the interest as opposed to the banking charges. It was suggested whether or not the Management Company would be able to have an account with no interest no charges scheme. CPM are to investigate. Various queries were raised with regard to the columns reported within the Maintenance and Arrears Schedule and the meeting was advised that these are now being changed due to a complete change of the computer system within CPM's offices. The Directors advised that from now on they would like to receive full reports on a monthly basis of the maintenance arrears schedule.
- b) The meeting advised of the serious situation with the rats. It was reported by Residents that this issue began in early February and various correspondence which was sent to CPM's offices received no replies. It was reported that a Resident had actually paid for the Council's services of £30 for which the receipt was accepted at the meeting and reimbursement will be made immediately to the Resident concerned. The meeting advised CPM's representative that the services not only involved the rat infestation problem but other issues have been somewhat poor during the past three months especially. This includes correspondence unanswered, and requests for work to be carried out within the development that failed to be actioned by CPM. CPM's representative agreed that this level of service was totally unacceptable, and assured all Residents present that the service level of CPM would improve from now onwards.

- c) An email was presented to the meeting which was sent to CPM's offices two weeks prior to the meeting with the following points that are to be actioned on behalf of the Management Company:
- (i) All holes and entrances where the rats are gaining entry are to be blocked up securely. The meeting was advised that Pest Control will be visiting the site again during the week commencing the 16th May. CPM to action.
 - (ii) Wheelie bins are to be ordered and placed in each of the bin stores. CPM to action.
 - (iii) Bolts are to be applied to each of the bin store doors to ensure that all doors are closed at all times. CPM to action.
 - (iv) Also the re-numbering of all car parking spaces. Plates are to be cut and fixed where broken.
 - (v) It is to be investigated who is responsible for the cleanliness of the bin area. CPM to action.
 - (vi) A new bracket is also to be ordered for the fire extinguisher situated within the communal area. This has yet to be actioned.
- d) The assembled meeting were in agreement that the contractors do not appear to be cleaning the windows on a regular basis. In fact it would appear that the windows have never been cleaned. CPM's representative was in agreement that we need to thoroughly check how many visits the contractors are charging the Management Company for each month.
- e) Also the query was raised as to who is responsible for the upkeep of the bin area. CPM to action.
- f) A suggestion was made by the assembled meeting that the bin stores should be jet washed on a regular basis. CPM to contact contractors.
- g) A request for a quotation in order to place smoke alarms on every floor in the communal areas to be raised.
- h) A discussion arose regarding the overgrowing trees situated within the Management Company grounds. These are to be trimmed and pruned in the autumn season.
- i) It was brought to CPM's attention the two abandoned cars which have been situated in the Management Company's grounds now for



some time. This was another instance where it was reported to CPM's Property Manager and was taken no further. Notices are to be

issued immediately to the Directors in order to have these placed on the vehicles in question.

11. **Close of Meeting:**

There being no further business the meeting closed at 8.40 p.m.

SIGNED Company Secretary

DATED

Dawn Castino
CPM Asset Management Limited
11th May, 2005

Note: Please note our office hours are 9.00 am to 5.00 pm. An answerphone is in operation outside of these hours should you wish to leave a message.

DC/ec/0500SweetBriarCourtAGM
17.05.05.