**Minutes of**

**McCarthy Court Management Organisation**

**Reconvened Annual General Meeting**

**9th August 2023**

**Reconvened from 24th July 2023**

1. **Present**

Bea Zeigler, June Barrett, Heidi Vapreev, Tim Greenwood, Gary Gallard, Anna Irwin Iles, Mark Randall, Jose Berg.

Kamila Klidzia (Treehouse staff), Ashleigh Savin (Treehouse staff)

Foday Kamara (WBC RPO)

**Apologies**

None

1. **Minutes of the meeting dated 09/01/2023**

The minutes were proposed as a true and accurate record by JB, seconded by AEI.

1. **Vote of Continuation**

Four in favour, three abstained. Motion passed.

1. **Managers report**

Repairs and Maintenance:

* The leak in the Banbury Street stairwell of block 43-78 has been stopped, we undertook some works on the expansion joint which seems to have solved the issue although we initially thought the two issues were unrelated.
* We are now in the process of obtaining quotes to make good the damaged ceilings/wall areas underneath the expansion joints in each stairwell.
* The communal light on the health centre side has been repaired.
* We have notified the Council of the broken bin in the rear chamber and it should be replaced this week.
* The bike racks have been replaced inside the blocks. We are looking at better quality racks and intend to submit a small improvement bid for them this month.
* Pigeon spikes are being installed above the garage entrances on 16th August – unfortunately the previous appointment was cancelled as the contractors prior job overran and this was the earliest appt we could get; the walls and ceiling will then be jet washed to remove the mess. We will also be asking the jet washers to remove the small amount of blue powder paint on the brickwork by the office garage entrance.
* Pest control have visited all flats who have an issue with mice and completed works including filling in gaps and bio-cleaning. Additional bait boxes have been laid at ground level, in the communal gardens and bin areas.
* The Council have confirmed that they will be creating a gulley to redirect the pooling water from the top landing on block 43-78.
* We have queried the lack of ventilation and extreme heat under the skylights and are awaiting feedback from the Council and their contractors as to what can be done to improve the situation. Their initial thoughts were that installing ventilation could affect the structural integrity of the skylight so they are considering options.
* We have had a quote from our electricians to rewire the back gate entry system but as this has come in at over £5000, we are looking at other options. We were promised a quote today for an alternative but it hasn’t come through – this is being chased every day and we are looking for new contractors who can quote.

Security

* Cameras will be fully up and operational on Wednesday 9th August.
* Balcony dividers will be replaced in stages with those which have completely fallen apart now issued to our contractor.

Contracts:

* Cleaning – we have received some feedback that litter is not being picked up and the standard of cleaning is lower than we expect and are discussing this with Aura Cleaning. We are looking at converting the task lists to checklists so that the cleaner has to actually tick off when a job is complete. We have also asked Aura Cleaning to carry out more frequent inspection.
* Gardening – We parted ways with the previous gardener following substandard services, we then obtained further quotes and have Peter Norey on board, he began the initial clear up last month and will then be on site every two weeks to carry out the maintenance contract. He will be coming om Wednesday this week to cut a path behind the bushes to allow access to plants on the ledge and prevent a home for mice. Padlocks have been put on the gates at the front where people have been using as a dog park.
* Window cleaning was completed on 24th July, feedback from residents was generally good.

Admin:

* The removal of balcony coverings will be charged to individual leaseholders and not to the block.
* A newsletter and survey has gone out to all residents. So far we have received 11 responses to the survey with most residents reporting issues with anti-social behaviour and the intercoms/entryphone systems. In order to combat the antisocial behaviour we are installing cameras in hot spots where issues are occurring, we are also recording incidents and working with the Police and Council to take action on anyone living in or visiting our estate.

For the entryphone, it is looking as though the full system may need replacing. We can either make a C1 referral for the Council to undertake the works, or we can ask for funding to manage it ourselves. We hope to discuss it with the finance department in the Council this week to see how best to proceed.

* The Council is continuing to door knock to install carbon monoxide monitors in each tenanted property – please be sure to check the operatives ID before allowing access.
1. **Approval of audited accounts for 2022/2023**

KK presented. Proposed by GG, seconded by AEI.

1. **Appointment of auditor for 2023/2024**

KK presented tender report.

Went out to six companies with three returns:

Simpson Wreford Partnership £2500 +VAT

Jones, Hunt and Keelings – £6700+VAT

Reza Motazedi - £4000+VAT

Proposed to proceed with Simpson Wreford Partnership.

1. **Nomination of Management Board**

All members of the current board stood down and the following residents stood for re-election:

Jose Berg

Anna Erwin-Iles

Abi Sowumni

Junior Scarlett

Charles Joly

Olga Gabriel Simpson

Nancy Skyes and Sarah Bradford have decided to stand down, we thank them for their support and assistance throughout their time on the Board.

JB proposed that the above named nominees are appointed as the Management Board until the next AGM. This was seconded by BZ and all were in favour.

1. **AOB**

None

Meeting closed 20:30